

**TEMPORARY WORKING GUIDE TO
OUR SERVICE STRUCTURE--**
a draft, showing the effect on
the TWGSS if Motion 3 were passed

FOR INFORMATION ONLY

The purpose and function of the service units of Narcotics Anonymous.....	1
Member.....	2
Group.....	3
Group secretary.....	4
Group treasurer.....	4
Group service representative and GSR alternate.....	5
Area and regional service.....	7
Suggested service committee meeting format.....	7
Area service committee.....	9
Officers.....	10
Chairperson.....	10
Vice chairperson.....	10
Secretary.....	10
Treasurer.....	10
Area service representative.....	10
Election of ASC officers.....	11
Regional service committee.....	12
Elections of RSC officers.....	13
Regional service representative.....	14
World service.....	16
The World Service Office.....	17
World Convention Corporation.....	19
Purpose.....	19
Membership.....	19
The World Service Board of Trustees.....	20
World Service Conference.....	22
Guidelines.....	22
General guidelines for all conference committees.....	26
The Administrative Committee.....	27
Joint Administrative Committee.....	28

NOT FOR DISTRIBUTION

FOR INFORMATION ONLY

Policy Committee.....	28
Purpose.....	28
Voting membership.....	29
Vacancies in committee.....	29
Literature Committee.....	29
Purposes.....	29
Composition.....	29
Literature approval.....	29
Hospitals and Institutions Committee.....	30
Purpose.....	30
Function.....	30
Membership.....	30
Public Information Committee.....	30
Purpose.....	30
Officers.....	30
Voting members.....	31
Nonvoting members.....	31
Basic format of the World Service Conference.....	31
Conduct of business at the conference.....	31
Conference work schedule.....	31
Input to the conference.....	32
The Fellowship Report.....	32
The Conference Agenda Report.....	33
Addendum 1: WSC Literature Committee guidelines.....	34
1. Purpose.....	34
2. Composition.....	34
3. Duties and requirements.....	36
4. Nominations and elections procedures.....	38
5. Voting.....	39
6. Means of completing work list projects.....	39
7. The evaluation committee.....	42
8. The literature development work list.....	42
9. Review-form literature.....	43
10. Approval-form literature.....	44
11. Revision committee.....	44
12. Production.....	44
13. Resignation and removal.....	45
14. Meetings of the WSC-LC.....	45
15. Budget and funding.....	45
Addendum 2: The N.A. Way Magazine.....	46
Organization and responsibility.....	46
Editorial board.....	46
Review panel.....	47
Concept of service.....	48
Addendum 3: N.A. audio tape review.....	49

NOT FOR DISTRIBUTION

FOR INFORMATION ONLY

Addendum 4: Approval of service material.....	50
Addendum 5: World-level public information contingency plan	52
National/international media audience	
which may affect a member's anonymity.....	52
Addendum 6: WSO translation policy	54
Original translation policy (1985)	54
Basic translation policies.....	54
Phase One.....	55
Phase Two.....	55
Phase Three	55
Revised translation policy (1988)	55
Addendum 7: World Service Board of Trustees, additional working guidelines.....	57
1. Officers	57
2. Meetings	57
3. Committees	58
4. Relation to the service structure.....	59
5. Offering guidance	60
6. Amending these guidelines	60
Addendum 8: WSC Public Information Committee working guidelines.....	61
1. Purpose	61
2. The committee	61
3. Participants of the committee.....	62
4. Requirements and duties of officers.....	63
5. Terms of service.....	64
6. Requirements and duties of other participants.....	64
7. Resignation or removal of participants	65
Addendum 9: WSC H&I Committee internal guidelines.....	66
1. Basic purpose of the committee	66
2. Function of the committee.....	66
3. The voting membership	66
4. Qualifications of voting members.....	67
5. Officers' qualifications and responsibilities	67
6. Membership term.....	68
7. Pool membership.....	68
8. WSO H&I project coordinator	69
Addendum 10: Variant descriptions of world service	70
The World Service Conference.....	70
World service.....	71
Addendum 11: Miscellaneous actions of the World Service Conference	73

NOT FOR DISTRIBUTION

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

**The purpose and function of the service
units of Narcotics Anonymous**

1. The primary purpose of an *N.A. member* is to stay clean a day at a time and carry the message of recovery to the addict who still suffers by working with others.
2. The primary purpose of an *N.A. group* is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
3. The purpose of an *area service committee* is to be supportive of its groups and members and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a *regional service committee* is to be supportive to its areas and groups and their primary purpose, by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the fellowship.
5. The purpose of the *World Service Conference* is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.
6. The purpose of the *World Service Office*, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the fellowship of N.A., its services, groups and members. The World Service Office achieves this purpose by maintaining correspondence with N.A. groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.
7. The purpose of a *Board of Trustees*, who act as guardians of the Twelve Traditions, is to ensure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers, by seeking to ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the fellowship, which affect its continuation and growth.

Member

The front line, so to speak, of N.A. service is an individual N.A. member. Any addict can be a member--the only requirement is a desire to stop using. The services that each of us provides are the most important in N.A. It is a member who carries our message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no N.A.

The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship, and freedom. However, membership is not without its responsibilities. It is the responsibility of all members to maintain their personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and old-timer alike.

The gathering together of two or more member addicts for the purpose of learning how to live a drug-free life by practicing the principles of N.A. constitutes an N.A. meeting. When such a meeting is held regularly, it can become a group.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION****Group**

An N.A. group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (has no outside affiliations and receives no outside financial support). To facilitate communications and unity, and to better serve N.A. as a whole, groups should register with the World Service Office of Narcotics Anonymous. The group is the second level of our N.A. service structure.

The primary purpose of an N.A. group is to carry the message to the addict who still suffers. However, it also provides to all members the chance to express themselves and to hear the experiences of other members who are learning how to live a better life.

Groups hold two basic types of meetings: those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some question and answer, some topic discussion, and some have a combination of these formats.

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

The group is the level at which we first find some of the day-to-day business of N.A. being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made and other things to be done for the maintenance of a group. A group should stay in contact with other groups in its local area and with the rest of N.A., so it can find out about activities, learn of new groups opening up, get new literature, and find out what's happening in N.A. This can best be accomplished by a number of groups in an area creating an area service committee (ASC). This will be further discussed later in this manual. This is also the first level at which fellowship funds are handled, and the correct use of this money is essential for the preservation of a group. It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." The officers of a group are elected by a majority vote of the group

1 conscience. They are: (a) the secretary, (b) the treasurer, (c) the group service
2 representative, (d) the group service representative alternate. These trusted
3 servants are the nucleus of the steering committee. The steering committee is made
4 up of those people who regularly attend, support a group and attend the business
5 meetings.

6 **Group secretary**

7 A secretary is responsible for the day-to-day functions of a group. It is his or her
8 responsibility to assure that the group meeting takes place when and where it is
9 supposed to. The secretary selects a leader for each meeting, makes sure the coffee
10 and refreshments are ready, arranges for group business meetings, arranges for the
11 celebrations of "birthdays," makes sure that the meeting hall is left in proper order,
12 and answers all correspondence. This job is important because without a good
13 secretary, a group has little chance of surviving and providing an atmosphere of
14 recovery.

15 **Group treasurer**

16 A treasurer of an N.A. group is responsible for the funds which come into a group
17 from the collection, and for the handling and distribution of these funds. The
18 money collected in our meetings must be carefully budgeted. There are numerous
19 expenses necessary for running a group. The treasurer keeps an accurate record of
20 all the group's financial transactions, maintains meeting log books, maintains a
21 group bank account, and distributes money to pay the rent, purchase literature,
22 provide refreshments, buy supplies, and cover the cost of any miscellaneous
23 expenses a group incurs. In order to maintain our fellowship and freedom, monies
24 which come from a group's collections and members' contributions must always be
25 used to further our primary purpose. A group must first support itself.

26 After paying its bills, any remaining funds should be placed in a group bank
27 account, accumulating a reserve adequate to run a group for one month. After this
28 "prudent reserve" has been established, excess funds should be diverted to the area
29 service committee. In cases where no ASC exists, send this balance to your regional
30 service committee (RSC). If no RSC exists, send this balance to the WSC treasurer.
31 One of the biggest problems we have faced has been the misuse of a group's money.
32 This abuse severely limits what the N.A. fellowship can offer to recovering addicts.
33 A treasurer has a grave responsibility, and much thought should be given to
34 selecting a member to perform this function (also see the *Treasurer's Handbook*).

35 As a general guide we have found that the treasurer and secretary are most
36 successful if they have certain assets necessary for the performance of their
37 responsibilities. These qualifications include:

- 38 1. The willingness and desire to serve;
- 39 2. We suggest a minimum of one (1) year continuous abstinence from all drugs;
- 40 3. Knowledge of the Twelve Steps and the Twelve Traditions;

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 4. Active participation in the group they are to serve.

2 The two remaining trusted servants of an N.A. group are a group service
3 representative (GSR) and a GSR alternate. Because the roles of the GSR and GSR
4 alternate are so important to the success of an N.A. group, these two trusted
5 servants will be discussed in greater detail in the next section of the manual.

6 A group secretary and a treasurer serve for a period of one year, after which time
7 they are succeeded by another member who has been elected by the group. The use
8 of any drug while serving as an officer constitutes an automatic resignation from that
9 office.

10 *Note:* One of the responsibilities of the officers of a group is to train other group
11 members to replace them. A group can be strengthened by new officers who are
12 prepared to take over the responsibilities of those they replace. Continuity of
13 service can be aided by staggering the election of trusted servants and overlapping
14 the terms of service. For example, a secretary might be elected in November to
15 begin serving in January, and the treasurer elected in March can begin serving in
16 May. This would always allow a group to have representation from experienced
17 officers. Remember: choose your trusted servants well. It is you whom they will be
18 serving.

19 **Group service representative and GSR alternate**

20 A group service representative (GSR) is first in line of communication between a
21 group and Narcotics Anonymous as a whole. They are the links that bind the groups
22 together in the performance of our primary purpose. It is their responsibility to
23 keep a group informed and to express a group's conscience in all matters. In other
24 words, they are, in fact, the voice of their group. Electing GSRs who will take an
25 active part in the business of N.A. is probably the most important thing we can do to
26 improve the unity of the fellowship. Active representation, more than any other
27 thing, can strengthen the ties that bind us together and promote our common
28 welfare.

29 The GSRs speak for their groups at area service committee meetings. They take
30 part in the planning and implementation of any functions which affect the members
31 of their groups. As a result of their participation they can keep their groups
32 informed about what is happening in N.A. Members of a group should always be
33 able to go to their representative and find out about activities, other groups, how
34 our N.A. service structure works, the Twelve Traditions, and how they can become
35 more involved.

36 A group service representative normally serves for a period of two (2) years. The
37 first year is spent as a GSR alternate, working closely with an existing GSR, learning
38 the duties of the office and taking over in case the GSR is ill, or cannot for any
39 reason continue to serve. Also, if the GSR cannot attend one of the monthly area
40 service committee meetings, the GSR alternate has the responsibility to vote in the

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

page 6

1 GSR's absence. It is also suggested that a GSR share some of the responsibilities
2 with the GSR alternate. The second year the alternate becomes the group's GSR,
3 taking over the full responsibilities and functions of the office, and in turn is helped
4 by a newly elected GSR alternate. The "apprentice" system serves two purposes:
5 First of all, it helps to provide a continuity of service which never leaves a group
6 unrepresented; and secondly, the year spent as an alternate provides the training
7 necessary for an effective GSR. As you can see, the role of a GSR is not a simple
8 one, nor one to be taken lightly. The election of effective GSRs and GSR alternates
9 is probably the most important thing that you, as an individual member, can do for
10 the unity of N.A. In choosing your representatives, remember that they are your
11 voice and your ears in N.A. If you wish to be well represented and well informed, it
12 is your responsibility to elect the best possible nominee. For this reason we suggest
13 that candidates for GSR should have:

- 14 1. The willingness and desire to serve;
- 15 2. We suggest a minimum of one (1) year of continuous abstinence from all drugs;
- 16 3. An active participation in the group they are to serve;
- 17 4. Knowledge of the Twelve Steps and Twelve Traditions;
- 18 5. An understanding of our N.A. service structure and the responsibilities of a
19 GSR.

20 The requirements for the office of GSR alternate are the same as those for GSR,
21 except that there is a minimum of six (6) months of continuous abstinence from all
22 drugs. These qualifications are not, of course, hard fast rules. They are, however,
23 some of the things you should consider in the selection of your representatives. The
24 group service representatives, as we have described them, are your link to the rest of
25 N.A. They are also the ties that bind the personal service you and your group
26 perform to the next type of service which is offered by N.A.--area and regional
27 service.

28 It is suggested that when holding elections for group officers, the description of
29 each officer's job and the suggested qualifications for nominees be read, so that
30 members of the group fully appreciate the responsibilities and ramifications of each
31 office.

Area and regional service

The next level of service in N.A. is area and regional service. These services provide the support necessary for groups of N.A. members to work together for their common welfare.

In 1969, N.A.'s first committee specifically designed to fill our general service needs at the group level was established. This committee and others like it have contributed greatly to the growth of N.A. However, today it is no longer enough to have a few members getting together to keep their groups going. N.A. is growing.

Area and regional services are both geographic and functional designations. When an area or region grows to a point where it cannot efficiently serve its members' needs, that area or region should divide. An area is designed to provide services to individual groups with specific needs, and a region to provide services to areas with common needs. This difference in function is important to keep in mind as we discuss in the following section these very similar services. Our experience has shown that our groups have situations which they cannot handle on their own. In the spirit of our fellowship, we as individuals seek help from one another to deal with our living situations; just so, groups can find help from other groups. However, most of the situations a group faces are of such nature that another group located many miles away can be of little assistance; and for this reason this part of our service structure contains both area and regional committees.

A *designated area* within N.A. is any local area, community or town with a significant number of N.A. groups. Any set of groups within definable geographic boundaries that need to function together as an area can be a designated area.

A *designated region* is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a region is ultimately one of need. Areas with this need can be considered a designated region. We feel it is necessary to stress that, for the purposes of N.A., the designation of a region should always be based on specific needs. Successful growth of any region will result in dividing into additional regional committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

Suggested service committee meeting format

1. Opening prayer
2. Reading of the Twelve Traditions
3. Minutes of the last service meeting
4. Treasurer's report
5. Representative reports
6. Subcommittee reports
7. Group reports

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

page 8

- 1 8. Old business
- 2 9. New business
- 3 10. Announcements
- 4 11. Closing prayer
- 5 *Note:* Although individual area and regional guidelines differ regarding which
- 6 participants may vote, these service committee meetings are open to the fellowship.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION****Area service committee**

An area service committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by an ASC. In the beginning these may be simply a permanent mailing address (usually a post office box), a bank account, and a place to hold meetings.

As the membership and number of groups within an area increase, or when an area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, a ditto machine, a typewriter, an adding machine, and a place to store literature, among other things. As an area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASCs have found that a subcommittee does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as public information, hospitals and institutions, or entertainment, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its area service committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help new groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places or keep a stock of literature which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide the services we have described. It is a group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal, just enough to pay for a post office box and a meeting place. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in all committee decisions. An agenda for an ASC should be

1 sent to the groups ten (10) days before the committee meets. Representatives
2 should evaluate each vote in terms of the needs of those they serve or take it back to
3 the group. In addition to this, a GSR participates in helping to carry out the ASC's
4 other specific functions. The attracting of new members, the planning and
5 implementation of activities, and the aid given to groups with special situations are
6 services which require much more effort than a monthly meeting.

7 In order to coordinate its services, each ASC elects officers yearly. These officers
8 include a chairperson, a vice chairperson, a secretary, a treasurer, an area service
9 representative (ASR), and an area service representative alternate (ASR alternate).
10 Leadership and the ability to organize and give the committee direction and
11 incentive must come from its officers. Upon election, the officers shall resign as
12 GSRs. Their groups then elect new representatives, thus ensuring all groups
13 equality of representation.

14 Officers

15 1. A **chairperson** arranges an agenda for and presides over the monthly meetings.
16 They are also responsible for correspondence, maintaining area files and archives.
17 The chairperson should be one of the co-signers of the ASC's bank account. At
18 committee meetings they can vote only in case of a tie. A chairperson must be
19 capable of conducting a business meeting with a firm, yet understanding hand. For
20 this reason, it is suggested that they have a minimum of two (2) years' continuous
21 abstinence from all drugs.

22 2. A **vice chairperson** coordinates all subcommittee functions. In the absence of the
23 chairperson, the vice chairperson shall perform the duties of the chairperson. The
24 vice chairperson should be one of the co-signers of an ASC's bank account. It is
25 suggested that a vice chairperson have a minimum of one (1) year's continuous
26 abstinence from all drugs.

27 3. A **secretary** keeps accurate minutes of each ASC business meeting, types and
28 distributes copies of the minutes to each GSR no later than one (1) week following
29 each ASC meeting. These minutes should be verified by the chairperson before
30 copies are made. It is suggested that a secretary have a minimum of one (1) year's
31 continuous abstinence from all drugs.

32 4. A **treasurer** shall make a report of contributions and expenditures at every
33 regular ASC meeting, as well as an annual report at the end of a calendar year. The
34 treasurer shall be the other co-signer of an ASC's bank account. The treasurer can
35 also be made responsible for bulk purchases of literature for the groups. It is
36 suggested that a treasurer have a minimum of two (2) years' continuous abstinence
37 from all drugs.

38 5. An **area service representative (ASR)** is to an ASC what a GSR is to a group. As
39 the representative of the area, the ASRs speak for the members and groups within
40 the area service committee. The primary responsibility of an ASR is to work for the

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 good of N.A., providing two-way communication between the area and the rest of
2 N.A., particularly with neighboring ASCs. They represent the group conscience of
3 an ASC at a regional level and provide the area with the agenda for the RSC at least
4 ten (10) days before the RSC meets. An ASR attends all regional service
5 committee meetings and takes part in any decisions which affect the region,
6 speaking as the voice of the ASC's group conscience. An ASR may serve on one or
7 more of its ASC and RSC subcommittees but not as a chairperson. The office of
8 ASR is immensely important, for an ASR is the next link in expressing the will of a
9 loving God. An ASR must be able to work for the common good, placing principles
10 before personalities at all times. Therefore, in addition to the regular qualifications
11 for GSRs, it is recommended that nominees to the post of ASR also have:

- 12 A. Service experience;
- 13 B. The willingness to give the time and resources necessary for the job;
- 14 C. A suggested minimum of three (3) years of continuous abstinence from all
15 drugs.

16 The office of ASR also parallels that of GSR in that it is a two (2) year commitment.
17 The first year of service is spent as an ASR alternate becoming familiar with the job,
18 attending all ASC and RSC meetings, and filling in for the ASR if he or she is
19 absent or for any reason unable to complete the term in office. Naturally, the
20 recommended qualifications for election as ASR alternate are the same as for ASR,
21 with one exception: a suggestion of two (2) years' continuous abstinence.

Election of ASC officers

23 Committee officers should be elected from members of Narcotics Anonymous who
24 have prior service experience such as GSR, group secretary, group treasurer and/or
25 subcommittee member. Any ASC member or officer may be removed during their
26 term in office by a majority vote of the ASC. Also, all ASC members and officers
27 may succeed themselves in office, but in keeping with the Ninth Tradition and the
28 principle of rotating leadership, it is recommended that no officer serve more than
29 two (2) consecutive terms.

30 **Note:** *A word to the wise--committees are notorious for getting lost in their own dust*
31 *as they stumble down the road of uncertain destiny.*

Regional service committee

A regional service committee (RSC) is a committee made up of the ASRs from all the areas within a designated region. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas.

The primary function of an RSC is to unify the areas within its region. Another function is to carry the N.A. message of recovery through RSC public information subcommittees. Another basic function of this committee is to contribute to the growth of N.A., both by initiating much of the work to be finalized at the World Service Conference and by helping to support our world services.

Just as an ASC often deals with situations that the groups cannot deal with on their own, an RSC responds to situations that the areas cannot resolve on their own. This is one way in which an RSC strives for unity; another is by providing a meeting place for areas and a center of communication with other regions and the N.A. fellowship.

Area and regional service committees are autonomous, just as the groups they serve, "except in matters affecting other groups or N.A. as a whole." The first thing an RSC must have in order to establish its identity is a permanent mailing address (post office box). After the post office box, the next thing an RSC should do is register with the WSO, Inc. Groups and committees must be registered if they are to be listed in the *World Directory* and to receive information and support.

The final thing that must be done when forming a region is to set down some kind of framework or guidelines within which to function. Generally, ASC meetings are fairly flexible in their format in order to deal with a wide variety of situations that might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC meeting, but an RSC deals primarily with common situations, working on a broader scale.

Some regions have found it valuable to conduct their meetings according to a pre-arranged agenda. The RSC officers get in touch with the ASC officers through their ASR and collect topics for discussion so situations can be dealt with on a priority basis, and similar situations can be combined to prevent duplication of effort.

Each service committee should have some kind of guidelines to ensure that its services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the committee, its purpose, and the scope of its services, and should define the functions and responsibilities of its participants, officers and subcommittees.

A regional service committee sponsors major activities such as service conferences, conventions, camp-outs and roundups. These functions can stimulate N.A. unity in a

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 region. Most of us have, at some time, attended an activity of this type and we are
2 aware of the unity and fellowship they can inspire. Each region is encouraged to
3 hold at least one major function or activity each year. These can be as simple as a
4 camping trip or as involved as a service conference. Usually the planning and
5 implementation of such an event is left to a regional activities subcommittee
6 specifically established for this purpose. We have found that a subcommittee system
7 is even more important at a regional level than it is in our areas. This is because an
8 RSC covers a greater number of meetings. By necessity, most of the work
9 (excluding major decisions and matters of group conscience) must be done by
10 subcommittees. Only the initiation and the finalization of a project takes place in a
11 regular RSC meeting. Our primary purpose is to carry the message to the addict
12 who still suffers. This is just as true for an RSC as it is for any group. All RSC
13 functions have this purpose as a goal; some functions, however, relate directly to
14 carrying the message. As we have noted, the areas basically work to bring the addict
15 to the fellowship, through public relations and public service announcements.
16 Hospital and institutional work on the regional level is the responsibility of the RSC
17 H&I subcommittee with assistance from the RSC P.I. subcommittee, as needed.

18 An RSC needs money to operate. Most RSCs normally publish quarterly meeting
19 directories. Additional funds are needed for postage, stationery supplies and the
20 like.

21 Another important part of an RSC's function is to contribute to our world services.
22 Regional support in the nature of funds, ideas, and confidence is essential to the
23 work of our world services. Any excess funds which accumulate at a regional level
24 should be contributed directly to the treasurer of the World Service Conference.
25 Monies are needed for major activities. These activities are ideally self-sustaining,
26 with enough money left over from one activity to secure the next. Many regions
27 sponsor their representatives to the World Service Conference. Most of the
28 suggestions, ideas, and new literature presented at a World Service Conference are
29 initiated at a regional level. These are submitted in writing to the proper
30 subcommittee of the World Service Conference *ninety (90) days* prior to a World
31 Service Conference itself in order to be considered for placement on the agenda.
32 *Sixty (60) days* before a World Service Conference meets, copies of the agenda are
33 mailed out to the regions by the WSC secretary for group conscience discussion.
34 [Editorial note: Although this paragraph was not modified specifically, these time
35 sequences have been superseded by action of the 1984 WSC. See part 1.H of the
36 World Service Conference guidelines, page 23. See also part 2.E of the guidelines,
37 page 24, for details pertaining to new literature.]

Elections of RSC officers

38 Like an ASC, an RSC elects officers each year from among its participants. They
39 include: a) a chairperson, b) a vice chairperson, c) a secretary, and d) a treasurer.
40

1 Their functions and responsibilities are similar to those of ASC officers. An RSC
2 also elects a regional service representative (RSR) and a regional service
3 representative alternate (RSR alternate) who speaks for the region at the World
4 Service Conference.

5 **Regional service representative**

6 A regional service representative (RSR) is to a region what a GSR is to a group
7 and an ASR is to an area. An RSR represents and speaks for the members and
8 groups that comprise the regional service committee. The primary responsibility of
9 an RSR is to work for the good of N.A., providing two-way communication between
10 the region and the rest of N.A. An RSR is the fellowship's link with the World
11 Service Conference and the World Service Board of Trustees. An RSR provides
12 two-way communication between these service levels and the various areas within
13 their region and other regions. They present minutes of the WSC and WSB to the
14 RSC. They attend all RSC meetings and as many ASC meetings as possible.

15 The office of regional service representative is a year-round job. An RSR
16 participates in the World Service Conference, and takes part in any decisions which
17 affect N.A. An RSR serves on one or more WSC committees, communicates
18 regularly with the World Service Board of Trustees, works closely with regional
19 officers and subcommittees, and is a source of information and guidance in matters
20 concerning the Twelve Traditions of Narcotics Anonymous.

21 Each year an RSC elects a regional service representative alternate from among
22 the qualified members in the region. An RSR normally serves for a period of two
23 (2) years: the first as an alternate representative and the second as a voting
24 representative. The RSR alternate also fills in if the RSR is absent for any reason
25 or is unable to complete the term in office.

26 In order for an RSR to do a good job, it is recommended that each nominee
27 should have the following qualifications:

- 28 1. A commitment to service
- 29 2. Service experience
- 30 3. The willingness to give the time and resources necessary to do the job
- 31 4. A suggested minimum of five (5) years of continuous abstinence from all
32 drugs, for an RSR-alternate
- 33 5. A good working knowledge of the Twelve Steps and the Twelve Traditions
34 of the Narcotics Anonymous fellowship

35 An RSR is the voice of the region, and votes the group conscience of the region at
36 the World Service Conference. Whenever a voting matter occurs where the group
37 conscience of the region has not been given to them, they should evaluate each vote
38 in terms of the needs of the members they serve.

39 In order to prevent the necessity of tabling important clarifications and motions
40 for a year, RSRs should have, before leaving their region, a vote of confidence that

<p>FOR INFORMATION ONLY-- NOT FOR DISTRIBUTION</p>

1 they are authorized to vote their members' group conscience on motions not on the
2 World Service Conference agenda. When appropriate, a motion can be tabled to
3 allow representatives to check with their group conscience, and the motion can be
4 brought to the floor later in the same World Service Conference.

5 A regional service representative should be selected from the best informed, most
6 trusted and most active members in order that they may serve their region's needs
7 and the needs of Narcotics Anonymous.

World service

The final type of service which N.A. offers is world service. These are the services which deal with the problems and needs of N.A. as a whole, and which N.A. offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

Our world services include three specific bodies: 1) the World Service Office, 2) the World Service Board of Trustees, and 3) the World Service Conference. These three branches of service are interrelated and work together to benefit all of N.A. However, each branch of world service functions within its own framework and guidelines.

Within our world services we again find new service concepts developing. First, our world services work for the good of all N.A. Although all parts of our service structure affect and are affected by N.A. as a whole, only at this level do we find service bodies designed to deal with problems which involve our entire fellowship. A second new concept found at this level is that of the non-addict servant. These individuals have valuable skills from which our fellowship can benefit.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

The World Service Office

Probably the single busiest part of our service structure is the World Service Office (WSO). WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence, our quarterly newsletter, and through the representatives within our service structure. WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and conference committees, etc.

Another major function of WSO is the publication and distribution of literature. This office publishes yearly a *World Directory*,¹ quarterly newsletters, all World Service Conference material, and new literature in English and other languages. In order to provide these publications, WSO needs financial support. WSO is also responsible for the printing, warehousing, and distribution of all existing literature. Additionally, a number of kits such as the *Group Starter Kit* are available. As a sideline to literature, the WSO offers reel-to-reel and cassette tape recordings of important N.A. functions, personal "pitches," typical meetings and discussions on various topics.

In order to provide communications, coordination, information and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted WSO; a file of all correspondence with each N.A. group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, ASRs, and RSRs; and the addresses of all general service committees and their officers. Along with these files and records, WSO keeps the archives of N.A.'s history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of N.A., and serve our fellowship.²

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with

¹ On April 26, 1988, the conference passed a motion "that the WSO be directed to publish a world phone directory to be updated annually."

² On May 2, 1985, the World Service Conference passed a motion regarding the WSO archives. That motion reads, "That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form."

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

page 18

1 our basic principles. When public anonymity breaks do occur, the WSO does
2 function in an educational role. We try to explain to the individual or group and the
3 media involved that actions of this type are in violation of our traditions, and that
4 this type of publicity can potentially cause grave problems which could threaten the
5 survival of our fellowship. It is never our place to attempt to punish--we can only try
6 to prevent the recurrence of this type of problem.

7 The final WSO function we shall discuss is that of public relations. Much of our
8 mail consists of requests for information from individuals, agencies, and other drug
9 programs. It is our policy to answer each inquiry; however, we stress that our
10 function is not informational or referral. Our program is principles and people.
11 Our relationship with those outside our fellowship is cooperative and our traditions
12 make it clear that we must stay unattached if we are to survive.

13 The World Service Office is our fellowship's main service center. To meet our
14 needs as a growing fellowship, our services need to operate as efficiently and
15 effectively as possible within the spiritual principles of the N.A. program.

16 The WSO is a registered, non-profit corporation in accordance with the laws of the
17 State of California and the United States federal government. Within the by-laws
18 there are specific sections which state the purpose and relationship of the WSO to
19 the World Service Conference of N.A. and our Twelve Traditions. These by-laws
20 further acknowledge the right of the conference to make specific recommendations
21 to the WSO regarding its general operations.

22 The WSO Board of Directors is made up of twelve members who are directly
23 (three) and indirectly (WSC-elected pool members) elected at the annual meeting
24 of the WSC by the participants gathered from throughout the fellowship. The three
25 directors elected annually serve one-year terms, while those members drawn from
26 the pool serve alternating three-year terms. The terms of those members from the
27 pool are rotated so there are always members serving with previous experience.^{3,4}

28 The directors of the WSO are responsible for the direct management of the office:
29 selection of principal workers, establishment and implementation of operational
30 policies and procedures, and supervision of the overall operations. The office
31 provides a detailed annual report to the conference in addition to providing periodic
32 reports and studies requested by the conference. The WSO also serves as the
33 general secretary of the conference and its committees and boards.

³ The World Service Conference passed the following motion on May 2, 1985: "That travel expenses of WSO Board members, for board meetings, be paid by WSO."

⁴ The motion supporting the alteration of WSO, Inc.'s by-laws to accommodate this plan was passed May 2, 1985, by the World Service Conference. It reads: "At each annual meeting of the World Service Conference, the conference elects three members to serve on the World Service [Office] Board of Directors for a period of one year. In the event of a vacancy created by resignation or removal of a director elected by the conference, the member who was fourth highest in the number of votes cast will fill the vacancy."

"At each annual meeting of the World Service Conference, the conference selects three or more members to be added to a selection 'pool' of potential members of the board. The [WSO] Board of Directors selects three members from the pool to become members of the board for three-year terms of office. In the event of vacancies from resignation or removal, the board may select replacement directors from the pool."

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

World Convention Corporation⁵

Purpose. The subsidiary corporation of the World Service Office, Inc., known as the World Convention Corporation, is the agent for the fellowship of Narcotics Anonymous for the conduct and management of the World Convention of Narcotics Anonymous and such other activities as the World Service Conference may from time to time direct or authorize.

Membership. The members and directors of the corporation shall be:

1. The vice chairperson of the World Service Conference.
2. The vice chairperson of the World Service Board of Trustees.
3. The chairperson of the Board of Directors of the World Service Office, and three additional members as the World Service Office Board may select.
4. One member from each of the committees of the three immediately previously held world conventions as may be selected by that committee, provided that at the time appointed in the by-laws following the conclusion of each successive world convention the member from the world convention which was held first shall step down as a member. The retiring member will be replaced by a member from the most recently completed world convention host committee.
5. Two members from the host committee for the site scheduled for the next world convention.
6. The World Service Conference elects one member to the WCC Board of Directors each year. The length of term of office for the director shall be three years. Subsequent elections will be held to fill these positions as their terms expire, or to fill remaining terms if the position becomes vacant for any reason.⁶

⁵ Policy for the World Convention Corporation was adopted by the World Service Conference on April 30, 1986.

⁶ An additional motion affecting composition of the World Convention Corporation Board of Directors was passed April 26, 1989, by the World Service Conference. It provided "that, for the year this change is adopted, the conference elect in addition to the one director for three years, one member to serve for two years and one member to serve for one year."

The World Service Board of Trustees

The WSB does not govern. Its nature is that of a custodian, providing guidance. The World Service Board consists of both addicts and non-addicts, and its members are known as trustees. Their only purpose is to serve the best interests of our fellowship, and through the World Service Conference we give them the authority to do this. All the actions of the board are guided by our traditions. Although the primary aim of the board is to ensure the maintenance of the Twelve Traditions, the trustees also serve in many other capacities and have other responsibilities.

The World Service Board utilizes a committee system similar to that used by our World Service Conference. These committees meet throughout the year and are composed of trustees, members, and an occasional non-addict. Committee members are selected on a "what they have to offer" basis and each brings special skills or experience relevant to the committee function.

The internal structure of the World Service Board is different from that of the rest of our service branches. The trustees do not represent; they serve. This service is for a five (5) year term, to ensure the continuation of the quality of service. The WSB works closely with the World Service Conference and conference committees, but functions within its own guidelines.

1. The purpose of the Board of Trustees (hereinafter referred to as the "board") is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of N.A.
2. The functions of the Board of Trustees and its members are:
 - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
 - B. To promote fellowship-wide understanding of and adherence to the Twelve Traditions of N.A.
 - C. To provide and encourage the exchange and availability of service related information and experience.
 - D. To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers. The board and its members are responsible to the fellowship as a whole through our service structure, and they must remain responsive to the needs of the fellowship.
3. The membership of the Board of Trustees of Narcotics Anonymous conforms with the following:
 - A. The number of trustees serving at any time is limited to a maximum of fifteen (15). There need not be a full complement of trustees serving at any given time; ultimately, the number of trustees will be determined by need.
 - B. Trusteeship is one of two basic types: addict or non-addict. Of the trustees, at least two-thirds (2/3) are recovering drug addicts.
 - C. The qualifications required of addict trustees include:

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

- 1) The willingness to serve as a member of the board.
 - 2) Nomination and election by separate election for each trustee position by a 2/3 majority vote of the World Service Conference.⁷
 - 3) A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
 - 4) The time and resources necessary for active trusteeship.
 - 5) A minimum of eight (8) years' continuous abstinence from drugs.
 - 6) A good working knowledge of the Twelve Traditions and Twelve Steps of N.A.
- D. The qualifications required of our non-addict trustees are:
- 1) The willingness to serve as a member of the board.
 - 2) Nomination and election at the World Service Conference.
 - 3) The time and resources necessary for active trusteeship.
 - 4) A good working knowledge of the Twelve Traditions of N.A.
 - 5) A good understanding of the nature of the addict and of our program of recovery.
- E. A trustee is selected by the following procedure: Candidates for the board are nominated and elected at the World Service Conference.
- F. The term of trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.
- G. A trustee may be removed from office for due cause.
- H. The resignation, retirement or removal of a trustee does not exclude him or her from future nomination and election at the World Service Conference.

⁷ On April 26, 1989, the World Service Conference approved the following: "At the 1989 WSC, the conference elect not more than three members to the Board of Trustees for five-year terms, elect not more than one member to the Board of Trustees for a one-year term and elect not more than one member to the Board of Trustees for a two-year term.

"At the 1990 WSC, the conference elect not more than three members to the Board of Trustees for five-year terms and elect not more than one member to the Board of Trustees for a one-year term.

"At the 1991 WSC and all subsequent meetings of the conference, the conference elect only three members to serve for five-year terms and fill vacancies in other positions as necessary, but in no event, more than two additional Trustees in a specific year. During the transition years, additional vacancies that result from reasons other than normal rotation will be filled for the specific period of time of the vacancy, rather than for a five-year term automatically."

World Service Conference

The World Service Conference is established by and is responsible to the fellowship of Narcotics Anonymous. Its purpose is to be supportive to the fellowship as a whole, and to define and implement the policies of Narcotics Anonymous. The World Service Conference does this by joining the members, groups, areas and regions into a unified fellowship, by dealing with the problems and the needs of the fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

The World Service Conference does not make policy; it cannot because it is not a governing body.

1. The **guidelines** of the World Service Conference are as follows:

A. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; however, the actual dates of the conference may vary slightly from year to year.

B. The site of the conference is within commuting distance (approximately 25 miles) of the World Service Office.

C. The participants of the World Service Conference consist of:

1) Duly elected World Service Conference officers

2) Duly elected regional service delegates

3) Members of the Board of Trustees

4) Chairperson of the Board of Directors of the World Service Office

5) Committee chairpersons from the previous year and the current year's conference

6) In the absence of a duly elected regional delegate, the conference will recognize a qualified replacement from that region

7) In the absence of a duly elected committee chair, the conference will recognize the duly elected vice chair of the respective committee.

Note: An individual can only participate as one of the aforementioned, e.g., world service officer who is coincidentally a trustee can only participate as one or the other, not both. Also all committee chairpersons decline any delegate positions to avoid confusion over voting since they already have a vote at the World Service Conference.

D. Only conference participants are allowed to vote, make motions, or address the conference. When RSRs/WSC committee chairs are not on the floor of the conference, duly elected alternates/vice chairs may vote, make motions, or address the conference. [No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be the same "member" as their respective chair/RSR when acting as a

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

participant.] The World Service Office manager will be allowed to address the conference, to make reports, answer questions, and discuss matters of his responsibility when requested by the conference.

- E. A person chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
- F. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the conference and to assure an accurate record of the proceedings.
- G. Items for consideration at the conference must be submitted in writing to the conference.
- H. Input for consideration at the conference must be submitted to the WSC chairperson 120 days prior to the conference, and distributed to the fellowship for review ninety (90) days prior to the conference.
- I. It is the policy of the WSC not to release tapes of the annual conference.⁸

Note: Under the Rules of Order of the WSC, no member may speak on a motion more than once unless others desiring to speak on the motion have done so. WSC committee vice chairs and RSR alternates are considered to be the same "member" as their respective WSC committee chairs/RSRs when acting as a participant (WSC Rules of Order may be obtained from the WSO).

- 2. The consensus of the World Service Conference is determined by a majority vote, except where otherwise specified below.
 - A. Each conference participant shall have one and only one vote.
 - B. Any item to be voted on shall be displayed in writing before the vote.
 - C. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the item is conference business or if it should be returned to each group for a "group conscience" vote.
 - D. Actual votes will be taken as follows:
 - 1) The chairperson will call for a vote.
 - 2) If the outcome is unclear, if any participant challenges the judgment of the chair, or if any participant challenges the validity of the vote in any way, then a standing vote is called.
 - 3) For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
 - 4) The number of participants standing will then be counted by three independent counters (the tallies of these three (3) counters must agree prior to continuing the voting process).
 - 5) Those in favor will then be asked to sit, and the procedure will be repeated for those opposed to the item in question.

⁸ Passed April 25, 1989.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

page 24

- 1 6) The tally of those in favor and the tally of those opposed will be
2 compared and the position will be declared.
3 *Note:* In case of a close vote, the chairperson will accept a motion for one
4 recount or for disregarding the vote in favor of sending the item to the
5 group level.
- 6 E. Literature submitted to the conference for approval must be distributed to
7 conference participants at least ninety days in advance.⁹ All literature
8 submitted to this conference for approval requires a two-thirds majority
9 vote of participants, and it takes a two-thirds majority vote at WSC to
10 withdraw current N.A. literature from the category of approved literature.¹⁰
- 11 F. Matters of procedure such as "lay on the table" require the approval of two-
12 thirds of the members voting "yes" and "no." Matters of policy, or matters
13 affecting the service structure, require a two-thirds majority of all
14 registered, eligible conference participants present at the most recent roll
15 call.¹¹
- 16 3. Officers of the World Service Conference are elected each year and begin
17 serving upon completion of the World Service Conference and continue to serve
18 until the close of the next year's conference. Conference officers are the
19 chairperson, vice chairperson, second vice chairperson, and treasurer.
20 It is the responsibility of these officers to plan and arrange the next World
21 Service Conference; to maintain lines of communication between conference
22 participants, committees, and service units throughout the year.
- 23 A. The chairperson of the World Service Conference:
24 1) Presides over all of the activities of the World Service Conference;
25 2) Has such powers and performs such duties as may be required from
26 time to time by the World Service Conference;
27 3) May appoint and define the duties of special committees as authorized
28 by the World Service Conference.
29 4) Has at least eight (8) years of continuous clean time.
- 30 B. The vice chairperson of the World Service Conference:
31 1) Performs all duties of and has all the powers of the chairperson in
32 his/her absence;
33 2) Has such powers and performs such duties as may be required from
34 time to time by the World Service Conference.
35 3) Has at least eight (8) years of continuous clean time.
- 36 C. The second vice chairperson of the World Service Conference:
37 1) Performs such duties as may be required of a member of the
38 Administrative Committee and/or the WSC as an active member of

⁹ Also see the item under the description of the WSC Literature Committee, "Literature Approval," on page 29.

¹⁰ Passed April 25, 1984.

¹¹ Passed April 29, 1986.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

- 1 this committee. The actual responsibilities of this officer shall be
- 2 determined by the WSC chairperson.
- 3 2) Performs all duties and assumes all powers of the chairperson, in the
- 4 absence of the WSC chairperson and the WSC vice chairperson.
- 5 3) Has at least eight (8) years of continuous clean time.
- 6 D. The WSO performs the duties of the WSC secretary. These include
- 7 keeping a record of the proceedings and publishing accurate minutes of the
- 8 WSC within three (3) months of the close of the conference.
- 9 E. The treasurer of the World Service Conference:
- 10 1) Keeps an accurate record of the financial transactions of the World
- 11 Service Conference;
- 12 2) Prepares and presents a yearly financial report at the conference;
- 13 3) Is responsible for any and all World Service Conference bank accounts;
- 14 4) Dispenses monies throughout the year to the World Service
- 15 Conference officers or committees; however, all cash disbursements
- 16 require the approval of the Administrative Committee.
- 17 5) Has at least eight (8) years continuous clean time.
- 18 4. These officers are elected by the following procedures:
- 19 A. Nominations for any elective World Service Conference position are
- 20 accepted from conference participants. All committee chairpersons must
- 21 submit a list of all committee members one month prior to the next WSC.
- 22 B. Nominations must be seconded.
- 23 C. The nominee is entitled to decline the nomination.
- 24 D. The names of the nominees are posted prior to the vote and each nominee
- 25 briefly qualifies.
- 26 E. A standing vote is taken and repeated until a single nominee receives the
- 27 majority support of the conference participants.
- 28 F. In order to expedite the voting process in a case where no single nominee
- 29 receives the support of a clear majority, the nominee who received the least
- 30 support is excluded prior to each subsequent vote.
- 31 G. Any nominee to the WSC Administrative Committee, WSB, WSO Board of
- 32 Directors or for any WSC standing committee chair or vice chair must be
- 33 present at the nomination and election sessions of the annual meeting of
- 34 the WSC.¹²
- 35 5. In order to minimize the time spent discussing and debating within the
- 36 conference as a whole, a committee system is used by the World Service
- 37 Conference. All input to the conference, including questions, ideas, motions,
- 38 suggestions, etc., is directed to a specialized committee. These committees are
- 39 the following:
- 40 A. Administrative Committee

¹² Motion passed April 25, 1984; superseded by motion passed May 2, 1986.

- B. Joint Administrative Committee
- C. Policy Committee
- D. Literature Committee
- E. Hospitals and Institutions Committee
- F. Public Information Committee

The basic purposes of these committees are to collect, clarify, define and state the decisions of the World Service Conference within specific areas of concern and to initiate and coordinate actions based on these decisions. Just as the World Service Conference as a whole does not make policy, these committees do not govern. They are, instead, the servants of the fellowship performing a necessary task.

General guidelines for all conference committees

The committees of the World Service Conference are guided by the following:

1. These committees are chaired by a conference participant elected to the position during the conference.
2. Each committee includes at least one trustee.
3. No committee has a preponderance of members from any particular geographical area or region.
4. Committees are composed of Conference participants who may appoint additional committee members as needed.
5. The new committee chairperson for the next year and the old committee chairperson for the current year meet with each committee during the committee session.
6. The committee discusses each item of input during the committee sessions. The committee then drafts a brief report on the discussion (including all important points, pro and con). The report is later presented to the World Service Conference as a whole.
7. The discussion of a committee need not be limited to specific input it has received, but each particular committee is expected to limit itself to its area of specialization.
8. All committees should submit their issues of business to the Administrative Committee 120 days prior to the WSC.
9. All committees must submit a quarterly financial report to the WSC Treasurer.
10. In the event of the resignation of a WSC committee chairperson, the WSC Administrative Committee shall make the decision regarding the most appropriate person to serve as chairperson pro tem until the next WSC, drawing on the experience, knowledge and level of ability of said committee's members. In the event of the resignation of a WSC committee vice chairperson, the committee members shall elect an individual to serve out the remaining term as vice chairperson pro tem and actively serve in that position until the next WSC.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

11. The Administrative Committee, all committees of the WSC, and the WSB submit annual budgets for approval by the conference. The budget should include line-item projected expenses. The committee chairpersons shall be allowed the flexibility to readjust line item allocations within their budget throughout the year according to actual expenses, upon written consent of the majority of the WSC Administrative Committee. The overall WSC budget shall include a reserve fund, which may be allocated by the WSC Administrative Committee to any of the committees or boards, when unforeseen expenses cause that committee or board to exceed its projected budget.
12. A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.¹³
13. The WSC elects a vice chairperson for each committee who will, pending affirmation at the WSC the following year, become chairperson of the committee. In the event the conference does not affirm the vice chairperson, it (the conference) will elect a chairperson and a vice chairperson.¹⁴

Note: *It is important that we remember that these committees cannot do the day-to-day work. (The WSC Policy Committee doesn't actually make policy.) Only the members can do these things.*

The Administrative Committee

The WSC Administrative Committee is composed of the WSC chairperson, WSC vice chairperson, the WSC second vice chairperson, and the WSC treasurer. The Administrative Committee administers the general operations and activities of the conference and its committees. The fellowship depends on the WSC and its committees to perform important and necessary services for its members and groups. Because the WSC assembles only once a year at its annual meeting, the fellowship needs to have confidence that the WSC committees will serve the needs of the fellowship effectively on a year-round basis. In order to assure effective functioning of our world service committees, the WSC Administrative Committee exercises considerable responsibility to provide guidance and leadership to the general operation of the WSC committees.

The WSC Administrative Committee works closely with the leadership of each committee and assists them in their efforts to complete their work. Should the Administrative Committee take action to intervene in the activities of a committee, such action will be reported to the full conference in writing. This committee also

¹³ Passed April 26, 1988.

¹⁴ Passed May 6, 1983.

1 serves as a resource to all service committees, to provide workshops and/or
2 information regarding the activity and functions of the WSC.

3 Although the developing of the budget for WSC activities is the concern of the
4 Joint Administrative Committee (JAC), the Administrative Committee is actually
5 responsible for disbursing the funds. The WSC treasurer is responsible for all WSC
6 bank accounts and reports the financial activities on a quarterly basis in the
7 *Fellowship Report*.

8 The planning of the annual WSC meeting and WSC workshops takes a great deal
9 of time and effort. The WSC Administrative Committee arranges the locations,
10 chooses the dates, approves the facility and makes any other arrangements that are
11 necessary. The actual agenda is then prepared and sent out to all WSC participants
12 ninety days in advance of the meeting.

13 **Joint Administrative Committee**

14 The Joint Administrative Committee (JAC) is composed of the following trusted
15 servants: chairperson, vice chairperson, second vice chairperson and treasurer of
16 the conference; the chairperson and vice chairperson of each of the conference
17 standing committees; the chairperson and vice chairperson of the WSB; and the
18 chairperson and vice chairperson of the WSO Board, who are all voting members of
19 this committee. The Joint Administrative Committee meets at least twice each year.
20 The first meeting is held within forty-five days after the close of the annual World
21 Service Conference meeting. This first meeting is for the purpose of familiarizing
22 new members with the procedures used in accomplishing WSC committee
23 responsibilities, setting dates for reports and reviewing work of each committee, etc.
24 This meeting facilitates the smooth transition of committees and the conference
25 from one year to the next, as well as coordination of efforts within the committees
26 and boards of world services.

27 The last scheduled meeting of the Joint Administrative Committee is held in early
28 January. The January meeting is an opportunity for the chairperson to jointly
29 review the material being included in the *Conference Agenda Report*. The Joint
30 Administrative Committee should exercise prudent judgment in recommending
31 changes to clarify reports or proposals, or adding motions or additional reports.

32 All matters of conference budget (policies, development, review, and reporting)
33 are the responsibility of the JAC. When the JAC meets to discuss WSC financial
34 affairs, it will be chaired by the WSC treasurer.

35 **Policy Committee**

36 **Purpose.** The purpose of the Policy Committee is twofold, the first of which is to
37 evaluate suggestions in conference policy or procedure and proposed changes or
38 modifications to the service structure. The second purpose of this committee is to
39 compile information on requests for the addition of new regions within a state,
40 province or country, according to the need for improvement of services and/or

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 communication with the local structure. This information is to be included in the
2 *Conference Agenda Report*.

3 **Voting membership.** The term of membership on this committee is one
4 conference year. The chairperson and vice chairperson are elected by the WSC.
5 Other committee members are elected as follows:

- 6 * One member of the WSO Board of Directors (appointed by that board)
- 7 * One member of the World Service Board of Trustees (appointed by that
8 board)
- 9 * Two previous world-level trusted servants to be appointed by the newly
10 elected chairperson.
- 11 * Three previous WSC Policy Committee members to be elected by the
12 outgoing WSC Policy Committee.
- 13 * Eight RSRs/RSR alternates elected by the WSC.

14 **Vacancies in committee.** Any member may resign voluntarily or involuntarily
15 by relapse or failure to fulfill assigned duties. Involuntary resignations must be
16 approved by a majority of the committee. Vacancies in the committee will be filled
17 by nomination by the chairperson upon majority agreement of the committee
18 members.¹⁵

19 **Literature Committee**

20 The **purposes** of the WSC Literature Committee are: to coordinate the creation,
21 development, and revision of literature for the Fellowship of Narcotics Anonymous;
22 to support area and regional literature subcommittees through written
23 communications, open forums, and workshop meetings; and, to work on literature,
24 based on fellowship input, prior to presentation for fellowship review or WSC
25 approval.

26 **Composition.** The WSC Literature Committee is made up of the committee's
27 chairperson and vice chairperson, and twelve members, all elected by the World
28 Service Conference.

29 **Literature approval.** Approval-form literature is distributed to conference
30 participants for a period of time determined by the WSC Literature Committee of
31 not less than ninety days. Literature submitted to the WSC for approval requires a
32 two-thirds majority vote to become conference-approved literature. A two-thirds
33 majority vote of the WSC is also required to remove any literature from the
34 category of conference-approved literature.

¹⁵ The WSC Policy Committee's internal guidelines also include the following: "**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."

1 **Hospitals and Institutions Committee**

2 The basic **purpose** of the World Service Conference Hospitals and Institutions
3 Committee is to collect, clarify, define and state the decisions of the World Service
4 Conference within the scope of H&I work and to initiate and coordinate actions
5 based on these decisions. The committee does not govern; rather, its members are
6 the servants of the fellowship, performing necessary tasks.

7 The WSC H&I Committee acts as a resource to regions, areas, groups, and
8 individual members in their efforts to carry the message into treatment and
9 correctional facilities such as jails, hospitals, detoxification centers, and recovery
10 houses. Its goal is to help uphold the Twelve Traditions of N.A., while carrying our
11 message to those who have restricted access to regular meetings of Narcotics
12 Anonymous. The committee will also serve as a resource for H&I-related matters
13 with individuals, organizations, or associations outside the fellowship.

14 **Function.** The WSC H&I Committee links H&I efforts worldwide, and clarifies
15 fellowshipwide H&I policies. The committee, in order to accomplish its annual
16 goals, holds workshops in various locations and develops reports and publications
17 that are distributed through appropriate fellowship channels. The committee
18 endeavors to aid in the formation of new H&I subcommittees, and to assist area and
19 regional H&I subcommittees overcome isolation through direct communication.
20 Additionally, the committee provides a forum for sharing experience among regions
21 and areas via the H&I newsletter, *Reaching Out*. The committee is assisted with this
22 work by the World Service Office, through the efforts of the WSO H&I project
23 coordinator.

24 **Membership.** The voting membership of the WSC H&I Committee shall consist
25 of twenty-one members, including the WSC H&I Committee chairperson and vice
26 chairperson. The other voting members include informed and experienced N.A.
27 members who have demonstrated their H&I service abilities in their regions. To
28 encourage fellowshipwide participation in the WSC H&I Committee, no more than
29 two nominees from any one region may serve in the committee nominee pool
30 simultaneously. For specific information regarding qualifications for voting
31 members and nominees, the selection of members from the nominee pool to
32 become voting members, and other pertinent information, please see the WSC H&I
33 Committee internal guidelines, published in the *Hospitals and Institutions*
34 *Handbook*.

35 **Public Information Committee**

36 The **purpose** of the WSC P.I. Committee is to further the primary purpose of the
37 Fellowship of Narcotics Anonymous in carrying the message of recovery to addicts
38 by informing the public about N.A.

39 **Officers.** The officers of this committee shall be a chairperson, vice chairperson,
40 and secretary. The chair and vice chair are elected by the World Service

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 Conference; the secretary is elected by the committee itself from among its voting
2 members.

3 The chairperson must have one year's experience on the committee prior to
4 election, and five years clean.

5 The vice chairperson must have one year's prior committee experience, four years
6 clean, and be able and willing to serve the committee for four years--two years as
7 vice chairperson, and two years as chairperson.

8 The secretary must have four years clean.

9 Officers shall serve terms of one year, and no more than two terms.

10 The chair of the committee will vote in committee meetings only in case of a tie.
11 The committee's vice chair is a voting member of the committee.

12 **Voting members.** Sixteen voting members shall be elected for two-year terms by
13 the committee. Elections take place only at the WSC annual meeting, selected from
14 nominees who have been active participants in the WSC P.I. Committee during the
15 previous conference year. They may be elected for no more than two consecutive
16 terms. No more than two individuals from the same region shall serve as voting
17 members at any one time.

18 **Nonvoting members** shall include pool members, advisory members, trustees,
19 the WSO coordinator, and a member of the WSO Board of Directors.

20 Pool members must have three years clean.

21 **Basic format of the World Service Conference**

22 The tentative agenda for each year's World Service Conference is established well
23 in advance of the conference and published in the *Conference Agenda Report*. The
24 actual format of the conference varies from year to year depending on the needs of
25 the fellowship; however, the conference agenda always includes time for a general
26 forum, the presentation of reports, WSC committee meetings, consideration of
27 motions, and elections.

28 *Amendments to the guidelines:* Any section or sections of these guidelines may be
29 amended at any time by a two-thirds (2/3) majority vote of the World Service
30 Conference.

31 **Conduct of business at the conference**

32 The World Service Conference utilizes an adapted version of Robert's Rules of
33 Order, entitled "WSC Rules of Order," to provide an orderly way to conduct
34 business. An understanding of the principles and appropriate use of parliamentary
35 procedures serves to insure the orderly conduct of business, as well as to protect
36 each member's rights.

37 **Conference work schedule**

38 The WSC follows a yearly work schedule which utilizes a committee system in
39 order to facilitate an orderly and open review of ideas that may result in proposals

1 for fellowship action. Most of the actual work is done by the conference committees
2 during the year between the annual meetings.

3 The work year starts with the first meeting of the new conference committees held
4 on one of the last days of the annual conference meeting. This is the organizational
5 meeting of the committee and is used to establish work priorities and assignments
6 (*Note:* The conference may also expressly direct committee priorities).

7 The conference holds two or more workshops during the year, where the bulk of
8 full committee work is done. These workshops allow each committee to meet and
9 work for several days, and also afford an opportunity for interaction between the
10 committees when their work overlaps.

11 The location of the workshops is changed for each meeting in order to bring these
12 workshops out to the fellowship. The fellowship is invited to attend the committee
13 meetings at the workshops as observers, but direct participation is usually limited to
14 an open forum session.

15 Between workshops, committee work is accomplished by assignments to
16 individuals or to task groups. Committees may also utilize conference telephone
17 calls to conduct parts of their work.

18 Special meetings of committees, apart from the joint workshops, may be necessary
19 from time to time. Such special meetings should be scheduled with the concurrence
20 of the Administrative Committee, and are subject to the availability of funds. In
21 order to avoid unnecessary expenditures, special meetings should be kept to a
22 minimum.

23 **Input to the conference**

24 The conference committees are intended to be the work force that digests and
25 refines ideas suggested to them and submits to the conference a finalized project or
26 proposal. The committees are not expected to work alone or think of everything.
27 The fellowship is encouraged to keep informed of work the committees are doing
28 (via the *Fellowship Report*, the *Newsline*, or committee minutes) and to submit their
29 ideas and suggestions. Any member of the fellowship may submit suggestions and
30 ideas, and every member is encouraged to do so. These ideas (called *input*) may be
31 sent by a member, a group, or a service committee or board. Written input may be
32 sent to the committee in care of the WSO.

33 Regions are strongly encouraged to work through the conference committee
34 system with their input. Experience has shown that the utilization of the broader
35 base and experience of the conference committees allows for more adequate
36 discussion and consideration of fellowship concerns. It should be stressed that two-
37 way communication between the committees and the fellowship is essential.

38 **The Fellowship Report**

39 The *Fellowship Report* is a periodic publication of the World Service Conference
40 which has evolved as a means of providing continuing information to the fellowship

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 about activities of the committees and boards of the conference. It includes
2 separate reports from conference officers, committees and boards. These reports
3 contain information on the status of major projects on which the committees or
4 boards are working, suggestions for new work and problems that have been
5 encountered. Through the periodic *Fellowship Reports*, a committee or board may
6 keep the fellowship informed of progress on items that may eventually be contained
7 in the *Conference Agenda Report*. The frequency of publication may change from
8 year to year. The report is distributed to all regional and area service committees
9 and conference participants.¹⁶

10 The Conference Agenda Report

11 The *Conference Agenda Report* is distributed ninety days prior to the opening day
12 of the conference. The report contains the proposals and motions that the
13 fellowship is being asked to consider and form a fellowship-wide group conscience
14 on. One copy of the report is mailed to each voting participant of the conference,
15 each RSR alternate, and the mailing address of each region. Additional copies may
16 be purchased by N.A. members from the WSO. The price established for the report
17 may vary from year to year depending on the cost of production.

18 The *Conference Agenda Report* includes reports, proposals, and motions from the
19 conference committees, the Board of Trustees, the WSO Board of Directors, and
20 the WCC Board, and may include proposals or motions from regions. The reports
21 are written by officers or chairpersons of the committees or boards. The report may
22 include a summary of events leading to the presentation of the proposals that are
23 included. If a committee or board is not presenting any proposals for action by the
24 conference, no report from that committee or board will be included in the
25 *Conference Agenda Report*.¹⁷

¹⁶ At the 1988 World Service Conference, when this paragraph was adopted, an additional motion was approved which states "That the WSO make the Fellowship Report available for sale to any member of Narcotics Anonymous by subscription."

¹⁷ At the 1988 World Service Conference, when these paragraphs were adopted, additional related motions were approved which provide that "any motion that appears in the Conference Agenda Report shall include a written intent. Additionally, the maker of any motion submitted or committed to a WSC committee or board provides the chairperson of the committee or board with a written intent."

"That motions in the WSC agenda that involve changing guidelines include only that section of the manual being amended."

Earlier material also affecting this paragraph was passed April 26, 1984, saying "that material presented to the fellowship for approval be written in a form that lends itself to a yes-no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by a WSC committee is sent out to the fellowship in 'approval form.'"

**ADDENDUM 1
1989 Approved Guidelines of
the World Literature Committee**

1. Purpose: The purpose of the World Service Conference Literature Committee (WSCLC) is:
 - A. To coordinate the creation, development and revision of literature for the fellowship of N.A.
 - B. To lend support to area and regional literature committees through:
 - 1) Development of guidelines
 - 2) Sharing of experience in written and verbal communications through such vehicles as *Fellowship Reports*, *Newsletters* and other correspondence
 - 3) Hosting open forums and workshop meetings
 - C. To work on literature, based on fellowship input, prior to presentation for fellowship review and/or WSC approval.
2. Composition: The WSCLC is composed of:
 - A. A coordinating administrative body made up of the following:
 - 1) Chairperson
 - 2) Vice chairperson

Both of these are elected by the WSC in accordance with its current policies. The WSCLC will make recommended nominations to WSC based on their knowledge of persons' ability and experience and on WSCLC needs.
 - 3) Twelve registered voting members--with a maximum of two from any one region, serving for two-year terms and no more than two consecutive terms. The terms are staggered so that six registered members are elected each year at the WSC.
 - 4) Two members of the Board of Trustees and one member of the Board of Directors appointed by their respective boards. *Rationale:* The nature of the work done by WSCLC requires involvement of all world service arms and the following is a short explanation of some of the reasons for that involvement.

Members of the Board of Trustees provide two way communication between the Literature Committee and the board. This is the first part of the liaison concept, which was formally introduced by the 1984 World Service Conference and was previously implemented on an informal basis by the board in 1983. Trustees can carry a wealth of service and recovery experience to the committees. Knowledge of the fellowship and its history can help the overall functioning of the committee. Certain issues can be clarified before problems occur.

<p>FOR INFORMATION ONLY-- NOT FOR DISTRIBUTION</p>

1 They are immediately available to workshop materials, carry out
2 assignments and generally work with other WSCLC members to assist
3 the committee in achieving its goals. Liaisons can bring up WSCLC
4 concerns in their reports to the board and bring ideas from the board to
5 the WSCLC. This communication goes on constantly and can be a
6 resource to the WSCLC on special issues.

7 The role of the WSO Board member on the WSCLC is to be a
8 communication link between the two bodies. Originally sent by the
9 board to expand the perspective of the board member, it has been
10 found that the board member also brought a different perspective to
11 the WSCLC. All of the fellowship's literature projects affect the
12 operation of the WSO and the board member may be in the position to
13 clarify some of the board's policies or WSO procedures although they
14 cannot, of course, speak for the board as a whole.

15 Board members participate as directed by the committee and
16 described in Section 3 (Duties and Requirements.)

17 B. Working body

- 18 1) The administrative body described above
19 2) General members
20 a) Regional literature chairpersons
21 b) Unelected WSCLC nominees who meet the criteria for registered
22 members.
23 c) Regional Service Representatives (RSRs) and RSR Alternates may
24 become general members upon request to the WSCLC
25 chairperson.

26 Rationale: The concept of general membership is intended to get the
27 best possible use of our fellowship resources to assist and aid the
28 administrative body in carrying out the fellowship's directives. General
29 members are those who are interested and experienced in the N.A.
30 literature process and who might not otherwise be involved in the
31 activities of the WSCLC. General members would be assigned by the
32 WSCLC chairperson to work on specific projects primarily during
33 workshops. The intent is to utilize these resources in a temporary
34 manner, assigning them to work on specific projects during specific
35 time periods, for example, a conference workshop or ad hoc meeting.

- 36 3) Advisory Members: Other N.A. members as appointed by the WSCLC
37 chairperson for specific tasks and/or projects. These could be
38 members of other WSC committees, RSRs, members of the WSO
39 Board of Directors or World Service Board of Trustees, area literature
40 committee chairpersons, or past members of the WSC or WSCLC.

1 3. Duties and Requirements

2 A. Chairperson

3 Duties:

- 4 1) Attends all meetings of the WSCLC administrative body.
5 2) Coordinates all activities of the committee, which includes scheduling
6 and agendas. Much of this may be accomplished by delegating
7 responsibilities to the administrative body members or WSO
8 coordinator.
9 3) Receives and reviews copies of all input sent to WSCLC.
10 4) Prepares the annual report to the WSC, the *Fellowship Report* (as
11 required by WSC policy--normally six per year), the WSCLC members
12 (as needed), and area and regional literature committees (as needed).
13 These reports vary in nature, but usually include information about
14 work projects and meetings.
15 5) Maintains close contact with the vice chairperson, WSC officers, WSO
16 coordinator, as well as WSCLC members.
17 6) Makes consultation trips to the WSO as needed to organize, coordinate
18 and plan for any WSCLC needs.
19 7) Prepares a budget, based on committee input, for presentation at the
20 annual WSC, and reports on that budget to the full committee.

21 Requirements: When electing a person for the position of chairperson, we
22 recommend the following:

- 23 1) A minimum of seven years clean time.
24 2) Recent active participation with WSCLC--we recommend two years
25 WSCLC activity, one as vice chairperson.
26 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
27 4) Completion of previous service commitments.
28 5) Administrative and organizational skills are important.
29 6) A willingness to serve and commit personal time and resources. Ability
30 to attend all meetings of WSCLC administrative body and fulfill all
31 duties.

32 B. Vice chairperson

33 Duties:

- 34 1) Attend all meetings of WSCLC administrative body.
35 2) Assists the chairperson in duties as directed by the chairperson, such as:
36 a) Scheduling and agendas.
37 b) Coordinating activities as assigned.
38 c) Preparing some of the written reports of the chairperson.
39 3) May assume all duties of the chairperson's position in the case of
40 his/her absence unless otherwise directed by the WSC Administrative
41 Committee.

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

- 4) Maintains close contact with the chairperson, WSCLC members and the WSO and accompanies the chairperson on some WSO consultation trips.

Requirements: When electing a person for the position of vice chairperson we recommend the following:

- 1) A minimum of six years clean time.
- 2) At least one year recent active participation in WSCLC.
- 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
- 4) Completion of previous service commitments.
- 5) A willingness to serve and commit personal time and resources. Ability to attend all meetings of WSCLC administrative body and fulfill all duties.

C. Registered member

Duties:

- 1) Attends all meetings of WSCLC, if possible. The most important WSCLC meetings for registered members to attend are the administrative body meetings (see Section 14--Meetings).
- 2) Send written input if unable to attend and whenever else necessary to complete an activity of the WSCLC.
- 3) Maintain close contact with the chairperson and vice chairperson.

Requirements: Members being considered for this position shall be those whose nominee forms were received, reviewed and found to have met the stated criteria in Section 4 (Nomination and Election Procedures) which includes:

- 1) A minimum of five years clean time.
- 2) (a) Three years literature service experience OR
(b) Three years world service experience with at least one of those years being in the World Literature Committee.
- 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
- 4) Completion of previous service commitments.
- 5) A willingness to serve and commit personal time and resources. Ability to attend all meetings possible and fulfill all duties.

D. General Members

Duties:

- 1) Register with WSO Coordinator to confirm general membership.
- 2) Maintain active participation at the regional literature level and coordinate regional assignments as requested.
- 3) Participate fully in all committee assignments.
- 4) Attend as many working body meetings as possible and financially feasible. Those include WSC workshops, World Literature

- 1 Conferences and any working group assignments (see Section 14--
2 Meetings).
3 Requirements:
4 1) Hold current position as regional literature chairperson listed with
5 WSO, or
6 2) Be an unelected WSCLC nominee who meets the criteria for registered
7 membership.
8 3) Be an RSR or RSR Alternate who requests general membership.
9 E. BOT and BOD members:
10 1) Participate in all matters as described in Section 2 A.
11 2) Perform activities and duties, requested by the WSCLC chairperson in
12 accordance with policies set by the WSC and/or their respective service
13 body.
14 F. WSO Coordinator
15 1) Special Worker--acts as committee secretary.
16 2) Serves as communication link between WSCLC and WSO.
17 3) Attends administrative and working body meetings.
18 4) Provides administrative support to WSCLC chairperson as needed.
19 5) Organizes and maintains all WSCLC working files.
20 6) Works with the chairperson and vice chairperson to arrange for
21 meetings necessary to complete work.
22 7) Responds to all routine calls and letters regarding the WSCLC.
23 8) Assists committee in handling internal correspondence.
24 9) Arranges for typing, copying, and mailing.
25 4. Nominations and Election Procedures: Nominations to become a registered
26 member of the World Literature Committee are accepted from regional service
27 committees and/or the World Literature Committee. Nomination forms must
28 be completed by the RSC or WSCLC and submitted to the WSCLC thirty days
29 prior to the WSC. Nominees must meet the following criteria in order to be
30 eligible:
31 A. Resides in the region from which nominated, if nominated by an RSC.
32 B. Has the support of a majority of the voting members of the WSCLC, if
33 nominated by the WSCLC.
34 C. Has a minimum of five years clean time.
35 D. (1) Three years literature service experience OR
36 (2) Three years world service experience with at least one of those years
37 being in the World Literature Committee.
38 Nomination forms will be verified prior to the WSC. All nominees meeting
39 the criteria stated above will automatically be placed in the nomination
40 pool. Nominees not eligible based on the preceding criteria will be
41 withdrawn from the nomination pool. If the ineligible nominee was

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 nominated by a region, the WSCLC chairperson or vice chairperson will
2 contact the RSR explaining the reasons for disqualification.

3 The WSC will elect from the nomination pool the required number of
4 registered members necessary in each given year. Eligible nominees not
5 elected as registered members by the WSC will, with their consent, become
6 general members of the WSCLC for the duration of the conference year.

7 5. Voting: The voting members of the WSCLC consist of the following:

8 12 registered members

9 2 Board of Trustee members

10 1 Board of Director member

11 WSCLC vice chairperson

12 WSCLC chairperson votes only in the case of a tie.

13 In order to conduct the business of the WSCLC, the following quorum shall
14 be required: Two-thirds of the registered members plus the WSCLC
15 chairperson or vice chairperson. However, within working groups and task
16 forces, each member will have one vote.

17 6. Means of Completing Work List Projects

18 A. Working groups: A working group consists of general, registered and
19 advisory members who work on a specific project during a specific meeting
20 (usually a conference workshop). This group is chaired by a member of the
21 working body appointed by the WSCLC chairperson. Another member
22 would be the recording secretary for the workshop. It has been found that
23 the optimum number of members in a working group is between five and
24 nine.

25 Within workshop groups, while working on their assigned tasks, all
26 members of the working group have an equal say. These are usually small,
27 informal groups where decisions are made on an informal basis and near
28 unanimity is always strived for. However, if it becomes necessary for a
29 formal vote, experience indicates that the chairperson does not vote except
30 in case of a tie.

31 A working group may work on a draft, make an outline, factor in
32 input, develop a survey, etc. The working group is one of the many tools
33 available to the Literature Committee.

34 Because general members' participation is of a temporary nature, they
35 receive materials only at the beginning of each meeting. They will receive a
36 report on the work accomplished, but will not generally be kept on a
37 mailing list for follow-up activities. Registered and advisory members will
38 usually have received material prior to each meeting and will be sent
39 follow-up material.

40 Members of a working group who show consistent involvement may
41 be assigned to a task force. Based upon the recommendation of the

- 1 working group chairperson, the WSCLC chairperson makes assignments of
2 these members to task forces.
- 3 B. Task forces: Task forces work on projects that may not be completed in
4 one meeting. A task force is an extension of a working group that has
5 demonstrated continued interest and participation in a project. A task
6 force may consist of any combination of the working body of the WSCLC.
7 The WSCLC chairperson will designate one member to chair and
8 coordinate the task force. This person will report to and be responsible to
9 the full World Literature Committee. All members assigned to task forces
10 will receive communications and perform work regarding the project
11 between meetings.
- 12 C. Ad hoc committees: Ad hoc committees are used for different stages of
13 development on major works. Ad hoc meetings may be funded from the
14 WSCLC budget. Otherwise, ad hoc committees are similar in composition
15 to task forces.
- 16 D. Works developed by other conference committees: When another
17 conference committee is developing literature for the fellowship, a joint ad
18 hoc committee will go over the material prior to WSCLC consideration.
19 This system allows for better communication among committees. When the
20 originating committee is satisfied that the work is as finalized as they can
21 make it, the WSCLC Evaluation Committee will review it. If the
22 Evaluation Committee feels that the piece needs major work or rewriting,
23 and the full WSCLC agrees with this evaluation, the material is returned to
24 the originating committee with a list of concerns to be addressed.
25 Otherwise, it will proceed through the literature development process.
- 26 E. Literature Conferences: World Literature Conferences are normally held
27 when the WSCLC is working on major projects on the current year's A work
28 list that are too extensive for the WSCLC to accommodate solely with its
29 own resources (see Section 8--Literature Development Work List for
30 explanation of work lists).

31 At the World Literature Conference a number of working groups
32 would be formed to accommodate specific aspects of the major work in
33 progress. The major difference between these and other working groups
34 (described in A above) is that any member of the fellowship may attend or
35 participate. This is important because the nature of a World Literature
36 Conference is to provide an open forum to encourage as much fellowship
37 participation as possible. All members of the fellowship who desire to input
38 on a major work at a literature conference must bring their input in a
39 prepared written form in order for it to be processed. All of these members
40 would be active participants in their respective working groups and have an
41 equal say in decisions within those groups. However, only regular members

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

- 1 of WSCLC vote on matters in the general sessions of the committee that
2 might take place during a World Literature Conference.
- 3 F. Regional literature committee: Assignments of items to RLC's shall be
4 made by the WSCLC chairperson and vice chairperson (with concurrence
5 of the committee) to do specific tasks to help the WSCLC with work list
6 projects. These tasks might include preparing outlines, organizing input, or
7 writing original input for drafts in progress. The regional literature
8 committee would work in close communication with the WSCLC
9 chairperson, vice chairperson, or a WSCLC committee member assigned by
10 the chairperson to take on this responsibility. These assignments could be
11 given to regional literature committees that would be able to perform such
12 tasks without interfering with their primary responsibilities of serving the
13 literature needs of their region and sending input to the WSCLC on review
14 literature. Such assignments shall always take regional preference into
15 consideration. Assignments of a single item may be made to more than one
16 region at a time but no more than one item per region.
- 17 G. Special Workers: As our Eighth Tradition states, "Narcotics Anonymous
18 should remain forever non-professional, but our service centers may employ
19 special workers." One example of a special worker who performs an
20 ongoing job in support of the WSCLC is the WSO Literature Coordinator,
21 whose committee job description is found in the Duties and Requirements
22 section of these guidelines.

23 Special workers are also utilized within the literature process to
24 provide proofreading and clerical tasks. Proofreading involves comparing a
25 final form of a project (computer printout, printer's galley, etc.) to the
26 manuscript which contains the committee's approved notes and/or
27 corrections. Clerical tasks include typing, data processing, filing, copying
28 and collating.

29 Editors can also be hired for the literature development process.
30 Because tone and style are such important ingredients in N.A. literature, it
31 is always important that a clear and comprehensive instructional statement
32 from WSCLC accompany each piece. Any recommended changes made by
33 an editor are returned to the WSCLC for review before entering the final
34 production process. The use of an editor would be only in an advisory
35 capacity to provide recommendations and suggestions regarding technical
36 aspects of writing. Such technical areas would include spelling, grammar,
37 punctuation, and overall structure and organization of the draft. These
38 editorial recommendations would be submitted for consideration by the
39 working body and/or administrative body of WSCLC as defined in these
40 guidelines.

When using the services of special workers the WSCLC should constantly be careful to maintain strict creative control to insure that our literature contains only the input of members of our fellowship. In this way the WSCLC can be certain that their use of special workers always adheres to the guidelines of the Eighth Tradition and that our literature will convey only the message of recovery as experienced by members of N.A.

It has been proven in personal recovery that "the therapeutic value of one addict helping another is without parallel." We have found from experience that this concept is inherent in the creative development of Narcotics Anonymous literature. We recognize that Narcotics Anonymous literature, in all stages, can only be written by the collective effort of N.A. members and not professional writers. Our shared experience in written form maintains the spirit of anonymity.

7. The Evaluation Committee: The Evaluation Committee has the responsibility of reviewing all new literature proposals and recommending where each item should go in our service structure for proper development. The Evaluation Committee recommends placing literature on one of the work lists (B, C or D), referring it to another conference committee, or returning it to the originator. They review new literature proposals as they are submitted, and review literature on the D list periodically. All recommendations of the Evaluation Committee are reported to the WSCLC for approval.

Three to six WSCLC general members, as needed to handle the work load, are recommended by the chairperson. They serve one conference year. No more than two members from the same region can serve on this committee. Initially, and if incoming material requires, additional members may be chosen to serve on this committee. When the workload decreases, some of the members assigned to this committee may be asked to serve elsewhere within the WSCLC by the chair.

8. The Literature Development Work List: The World Literature Committee's work list consists of four stages of development where all Narcotics Anonymous unapproved literature is catalogued. The WSCLC places items on the B, C and D list and recommends pieces to be placed on the A list by the conference. Literature lists of each developmental state will be published in the *Conference Agenda Report* for fellowship information and consideration. The A list is reserved for selection by the WSC.

A List (Items for Final Development)

The A List consists of those items which the fellowship would like to see developed into N.A. conference-approved literature. An item remains on the A list until the piece is approved or otherwise disposed of by the WSC. The A List generally consists of no more than one major work (book length) and four pamphlets. The WSCLC recommends to the conference

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

the maximum amount of material which the committee can handle, taking into consideration factors such as the length of the material on the list, and whether the piece is being worked on by the fellowship (review and input) or by the WSCLC (preparation of a review or approval-form draft).

B List (Items Awaiting Final Development)

The B List contains items from which the fellowship makes choices to fill openings on the A List. These are items which have generally been developed as C List items to the state where they are ready for final development and are awaiting placement on the A List.

C List (Ready for Regional Development)

The C List consists of material that needs more fellowship writing and input to bring it to a first draft stage. C List material is assigned to regional literature committees whose responsibility is then to create the forum and atmosphere where members of their region can write on the assigned project. Working groups of the WSCLC may also work on this material. No regional literature committee will work on more than one C List item at a time.

D List (General Development)

The D List contains all other unapproved items that have been submitted as possibilities for Narcotics Anonymous literature. These are items which are available for assignment to members, groups and area literature committees at the discretion of the WSCLC chairperson and vice chairperson.

9. Review-Form Literature

- A. Time: Review-form books are sent out to the fellowship for a minimum of twelve months, review-form pamphlets for a minimum of six months. Review-form literature may be returned for consecutive review periods in an original or revised draft, if fellowship input indicates it is necessary, or as recommended by the WSCLC. The WSCLC may recommend that a piece of literature be out for review for more than the twelve or six month review period.
- B. Use: Sold only to registered area and regional literature committees and to groups where no ASC presently exists. Not for use, display or distribution in N.A. meetings. The fellowship is strongly encouraged to get involved with literature review and input at this stage. It is generally for use and development within area and regional literature committees.
- C. Form: On manuscript form (8 1/2 x 11 paper, double spaced) with line numbers. Clearly marked on every page, "Unapproved Literature/Not for Use in N.A. Meetings, For Review and Input Only." No N.A. logo but have "Narcotics Anonymous" on front cover. Due date is to be marked on every page of the document.

10. Approval-Form Literature

- A. Time: Approval-form literature is prepared by WSCLC and distributed to the fellowship for one conference year.
- B. Use: Approval-form literature should not be read during N.A. meetings, although it can certainly be sold and made available at N.A. meetings. The appropriateness of displaying approval-form literature before, during, or after a recovery meeting of N.A. depends on the method of display and distribution. If, as is the case in many parts of our fellowship, the literature is set on the table--without a group literature person handling distribution and freely available for a newcomer or non-member to pick up, it is inappropriate. On the other hand, if literature distribution is controlled by a group level trusted servant who can describe what the literature is (review, approval, or conference-approved) and control distribution to our members only, it would be appropriate. It is never appropriate to bring unapproved literature into a hospital or institution.

Approval-form literature is out for a yes/no vote only. No changes will be considered on the conference floor.

- C. Form: Should be produced in as near its final form as possible, without creating confusion. No N.A. logo, but it should have "Narcotics Anonymous" and the conference date on front cover. Use of a special (second) cover for approval-form items. Must be clearly marked as "Unapproved Literature/Not for use in N.A. meetings" and "For approval or disapproval at WSC '19--," and/or "N.A. members are urged to read this material so we as a fellowship can decide this year if we want this to become N.A. approved literature."

11. Revision Committee: This is a committee of WSCLC members which undertakes initial revisions of those items of approved literature for which sufficient input has been received. Each conference year the Revision Committee will receive a copy of all input received to date on all items of conference-approved literature. The committee will then make a recommendation to the WSCLC if it feels an item has received sufficient input to initiate a revision. As a resource group, the Revision Committee's completed work will be sent back to the WSCLC's administrative body for review and handled in accordance with the literature development process.

Any of the above processes are initiated and coordinated by the WSCLC chairperson and vice chairperson.

12. Production: After the World Literature Committee has completed its work on a piece of literature, it is turned over to the World Service Office for production and distribution. Production involves copyright registration, proofreading, paste-up and preparation of camera-ready materials. Any problems in

**FOR INFORMATION ONLY--
NOT FOR DISTRIBUTION**

1 producing the piece of literature are referred to WSCLC. Literature is then
2 sold through WSO.

3 Whenever the WSC adopts a piece of literature which is a modification or
4 revision of an existing piece of conference-approved literature, the WSO will
5 begin printing the revised edition and discontinue selling the prior edition in the
6 shortest reasonable period of time. For the sake of unity, clarity, and a common
7 understanding, Narcotics Anonymous groups are encouraged to use the most
8 recent edition in their meetings.

- 9 13. Resignation and Removal: Relapse or inactivity (lack of contact with the
10 WSCLC for three consecutive months) shall constitute automatic resignation.
11 The chairperson may, with committee concurrence, replace resigners or inactive
12 members. These replacements serve only for the remainder of the conference
13 year.

14 14. Meetings of WSCLC

15 A. Administrative body meetings: Those meetings scheduled by the
16 chairperson at which the business of the administrative body is done. These
17 meetings will include but are not limited to WSCLC meetings at the WSC
18 and WSC workshops. Participants are the chairperson, vice chairperson,
19 registered members and advisory members of the WSCLC. These are the
20 most important meetings for registered members to attend.

21 B. Working body meetings: Those meetings scheduled by the WSCLC
22 chairperson at which the non-administrative literature work is done.
23 Participants are all members of the administrative body as defined above,
24 plus general members and other appointed members.

25 C. Other meetings (ad hoc, task force, revision committee) as determined by
26 the WSCLC chairperson.

- 27 15. Budget and Funding: The WSCLC chairperson and vice chairperson will be
28 funded (travel and lodging) to any and all meetings listed in Section 14, as well
29 as any other WSC required meetings and WSO consultation meetings. The
30 WSCLC budget will also include funding (travel and lodging) for up to twelve
31 registered members and advisory members to attend all meetings of the
32 administrative body.