WSC Public Information Bulletin Protocol

October 29, 1996

Why do we need bulletins? Our Eighth Concept states, "Our service structure depends on the integrity and effectiveness of our communications." It has become obvious through our recent World Services inventory process that our communications as a committee have not been adequate to support regional and area level public information committees. We have found that the creation of "bulletins" on specific topics of interest to be a helpful way of responding to the needs of these PI committees.

The current methods for our committee to communicate with PI committees, and the Fellowship at large, are through the *PI News,* the *Conference Report or Conference Digest* and letters or phone calls. Another vehicle is needed at times to allow for wider availability and repeated distribution of longer articles concerning a specific topic.

We propose the following as a description and method to create and approve a bulletin from the WSC Public Information Committee:

1.   What is a "bulletin"?:

      a)   A "bulletin" will be defined for our purposes as a factual document of relative short length (normally no more than 5 pages, approximately 1500 words) on a specific, single topic within the purview of WSC Public Information.

2.   When do we create a bulletin?:

      a)   When the experience, strength and hope of our committee is requested upon topics of public information which are uncommon and/or require elaboration upon information contained in the *Guide to Public Information* or the *Guide to Phoneline Services*.

      b)   Our committee will use the following questions to guide us on whether we should create a bulletin or not:

            i)   Do we have the enough information, experience, and necessary expertise to create the bulletin on the topic?
            ii)   Is the audience for this bulletin *different* than that addressed by the PI News or a committee memo?
            iii)   Can the information be used in the Reference Section of the PI Guide and/or the Phoneline Guide? ?

      c)   We may receive a request for a bulletin directly or indirectly from WSC participants, other WSC Committees or Boards, members of the Fellowship, regional and area PI committees, or as recognized by our own committee.

3.   Components of bulletins:

      a)   All bulletins will have the following components and appearance:

            i)   Written in simple English to facilitate translations into other languages.
            ii)   The NA service symbol will appear at the top of the first page and column.
            iii)   A title reflecting the single topic or interest for the bulletin.
            iv)   A number may be assigned by the WSO to identify the bulletin if necessary.
            v)   A creation or approval date for the bulletin (or last revision date if applicable).

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    vi)   "Written by the WSC PI Committee" to appear under the title of the bulletin.

    vii)   An introduction to the piece on the circumstances of the bulletin's creation.

    viii)   The document will be formatted by the WSO Staff using current accepted practice.

    ix)   A termination or pull date will appear within the text or at the end of the bulletin.

    x)   At the end of the document contact information will appear for the WSC PI Committee.

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4.   Creation Process - Internal Committee Work:

    a)   Normal WSC PI Committee work group processes will be utilized in the creation of a bulletin. First, a work group leader will be assigned by the committee leadership. The work group will then be made up of committee volunteers and other committee members selected by the leadership, if so desired. The work group leader will be responsible for the coordination of the project, working with the committee leadership on the setting of timelines and WSO staff support.

    b)   When the work group has completed a draft to be presented to the rest of the WSC PI Committee, this will be considered the "*First Draft*" of the bulletin. This *First Draft* will be circulated only within the WSC PI Committee through an official mailing, originating from the WSO. (This will include the External Advisory members.) A deadline for review and input will be placed with the cover letter to this *First Draft*. All members will be directed to not circulate this *First Draft* to anyone outside of our committee without the express written approval of the committee leadership. Any requests by members of the Fellowship to participate or review the work in progress will be referred to the committee leadership. It will be at their discretion in replying to such a request.

    c)   After the work group has factored the committee's input, this *First Draft* will be considered as the "*Second Draft*" of the bulletin. This *Second Draft* will be submitted to leadership to coordinate an external committee review and input.

5.   Review and Input Process - External:

    a)   The WSC PI Committee leadership will, through the WSC Admin Committee, circulate the *Second Draft* of the bulletin to the following members of the WSO and the WSC:

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    i)   WSC Chair, Vice Chair and Second Vice Chair

    ii)   WSC Treasurer

    iii)   WSC H&I Chair and Vice Chair

    iv)   WSC Literature Chair and Vice Chair

    v)   WSC Policy Chair and Vice Chair

    vi)   WSB Steering Committee

    vii)   BOD Chair and Vice Chair

    viii)   WSO Management Team

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    b)   A cover letter will be attached with the *Second Draft* explaining the purpose of the bulletin, the directions on who to send input to and a 90 day deadline for review and input.

c) This 90 day period will be utilized by the leadership of these boards and committees to coordinate their response to our request for review and input on this *Second Draft.*

d) The nature of the input sought by our committee is by nature conceptual and substantive, not a line-by-line, copy edit type of response.

e) The WSC PI Committee leadership will be the focal point for the review and input from WSC leadership. When the review and input deadline is met, the WSC PI Committee leadership turn over the materials to the bulletin work group and assist in the "*Third Draft*" of the bulletin.

6. Approval process - Final:

a) The *Third Draft* will be presented to the WSC PI Committee for final committee approval through a mailing from the WSO. A mail or phone vote will be conducted to establish approval or rejection by the committee. A two thirds majority voting margin will be required for approval.

b) If the WSC PI Committee approves this *Third Draft*, the committee leadership will then submit this bulletin as a *Final Draft* to the WSC Leadership as outlined in this protocol, sections 5.a, parts i) through ix), for approval only. A cover sheet will accompany this bulletin, outlining the requested action, a deadline stated for responses and the central point for response, the designated WSO Staff person.

c) A 30 day time frame will be applied for this approval request.

d) WSC Leadership and WSO Management will be requested to give written approval of the bulletin. A two thirds majority will be needed for affirmation. To determine the two thirds majority, we will derive the total number trusted servants of the WSC Leadership, as outlined in this protocol, sections 5.a, parts i) through ix), along with the Co-Directors of the WSO. If neither written approval nor objection is received from a trusted servant or WSO Co-Director, it will be considered that the leaders in question do not object or disapprove of the bulletins creation and will be recorded as affirming vote.

e) If the Final Draft is approved, the WSO Staff will copy edited and typeset it, using the guidelines within this Protocol and WSO practices to complete the bulletin.

f) If the Final Draft is not approved, then the WSC Leadership and WSO Management will be polled by the WSC PI Leadership to understand its rejection. A report will be made to the WSC PI Committee on the results and the committee leadership will decide what actions will need to be taken.

7. Distribution of approved bulletin:

a) The WSC PI Committee will request that the WSO announce the newly approved bulletin in periodicals other than the *PI News* to inform the Fellowship of its existence and availability. The bulletin would be included in a mailing to WSC Participants (separate mailing or "piggy backed" if possible). We would also request that the bulletin be included with a mailing of the *PI News*.

b) As with other Fellowship requests for resource materials on public information, the WSO will distribute the bulletin when it is deemed appropriate.

8. Life expectancy and Revision of Bulletins:

a)   All bulletins will be considered to have a three year "life expectancy". A review will be conducted yearly by WSC PI Committee, in conjunction with the WSO staff, to decide if the bulletin(s) are applicable and appropriate to retain as resources for public information.

b)   The WSC PI Committee may decide to remove, revise or extend the life of a bulletin. Any item removed will no longer be considered approved.

c)   If the review of a bulletin yields the decision that a revision is required, normal, internal committee work group processes will be utilized in the revising the bulletin.

d)   The process for revision changes to a bulletin will proceed as follows:

      i)   The bulletin work group will submit a draft of the revised bulletin to the WSC PI Committee for review and input by the normal communication protocols of the committee.

      ii)   The bulletin work group will factor in the input received and submit a final draft of the revised bulletin to the WSC PI for approval.

      iii)   Having received approval from the committee, this final draft will be submitted to the WSC Leadership and the Co-Directors of the WSO as outlined in Section Six of this protocol for approval of a revised bulletin.