

WNIR Literature Sub-Committee Guidelines
Revised April 2007

Article 1: Name

Section 1: Washington Northern Idaho Regional Literature Subcommittee, herein after to be called to the Fellowship of Narcotics Anonymous, the R.L.C.

Section 2: This committee is a standing subcommittee of the W.N.I.R.S.C.

Article II: Purpose

- Section 1:**
- a) The purpose of this committee is to be supportive to the Area Literature Committees and trusted servants in our primary purpose, by helping them deal with their basic situations and needs. Thereby encouraging growth and unity of the fellowship.
 - b) Coordinate literature projects though out the Region.
 - c) Provide a forum and an atmosphere where our members may contribute to the process of creating and developing our literature.

Article III: General Membership

Section 1: General membership in the R.L.C. shall be open to all individuals who share the stated purpose of the committee.

Article IV: Officers

Section 1: The Officers of the Committee shall be a Chairperson, a Vice-Chairperson, a Secretary. These Officers shall perform the duties prescribed by these spiritual Guidelines; A Guide to Local Service, the current edition of the NAWS Literature Handbook, the parliamentary authority adopted by this committee, and other duties as designated by the committee.

Section 2: a) **Chairperson**

- 1) The Literature Chairperson's job description shall be taken out of the NAWS Literature Handbook that describes N.A. Literature Committees.
- 2) Shall communicate with the Areas as to the location of the next R.L.C. meeting, date, time, and if need be, directions.
- 3) Shall make the R.L.C. meeting agenda available to all members of the R.L.C. meeting in attendance.
- 4) Shall attend the R.L.C. meeting quarterly.
- 5) Shall attend the R.S.C. meeting quarterly.
- 6) Shall yearly register with N.A. World Services as the Chairperson on behalf of W.N.I.R.
- 7) Shall communicate quarterly with the R.L.C. Administrative Committee.
- 8) Perform other duties as may be assigned by the R.S.C. and R.L.C.
- 9) Shall be voted and elected for the position at the R.S.C.
- 10) The term of service is for one (1) year.

- 11) Shall be required to stay within the R.S.C. budget for literature expenses.
- 12) Responsible to organize a work agenda for each piece of N.A. literature that is out for review and input.

b) Vice Chairperson

- 1) The Literature Vice-Chairperson's job description shall be taken out of the NAWS Literature Handbook that describes N.A. Literature committees.
- 2) Shall provide a quarterly written report to the R.L.C.
- 3) Shall assume the duties and responsibilities of the Chairperson and/or the Secretary in his/her absence.
- 4) Shall perform other duties as may be assigned by the R.L.C.
- 5) Shall show a willingness to step into the Literature Chairperson position as approved and voted upon at the R.S.C.
- 6) Shall be elected at the R.L.C.
- 7) Shall be a term of one (1) year.

c) Recording Secretary

- 1) The Literature Secretary's job description shall be taken out of the NAWS Literature Handbook that describes N.A. Literature Committees.
- 2) Shall be responsible to take written minutes at the R.L.C. meeting. The minutes shall be e-mailed or mailed to all Area Chairperson's who were present, members of the R.S.C. Administrative Committee, to those as stated in the W.N.I.R. guidelines, and to Area P.O. Boxes of Areas not represented at the R.L.C. meeting.
- 3) Shall send fliers announcing the upcoming R.L.C. as mentioned above.
- 4) Other duties as may be assigned by the R.L.C. Chair.

Section 3: The Administrative Committee shall consist of the R.L.C. Chairperson, Vice-Chairperson, and the Secretary.

Article V: Meeting Schedule

Section 1: The committee shall meet a minimum of four (4) times a year. Time and location to be decided by the R.S.C. Day and location of the meeting shall be included in the previous R.L.C. minutes. Any revision of the meeting schedule must be approved by the full R.S.C

Section 2: Administrative Committee meetings may be called by the Literature Chairperson with a minimum of thirty (30) days notice to all committee members. All meetings shall be open to all R.L.C. committee members.

Section 3: The committee shall review the guidelines once a year at the February meeting. Any necessary amendments shall be made and submitted to the R.S.C. for approval in April.

Article VI: Voting

- Section 1:** Voting members of the regular R.L.C. shall consist of:
- a) R.L.C. Administrative Committee Members. The Chair shall vote only to break a tie.
 - b) Area Literature Committee Representatives.
 - c) Any N.A. member who has expressed an interest in the R.L.C. by attendance at the previous R.L.C. meeting, excluding the Vice-Chairperson and the Chairperson of the R.L.C.
 - d) Voting privileges can be retained in the event of absence by notifying a member of the Administrative Committee.
 - e) Any N.A. member who is sitting in for any Area or is a designee of an Area.
- Section 2:** Voting members of the R.L.C. Administrative Committee shall consist of R.L.C. officers.
- Section 3:** Any member of the R.L.C. may make a motion. Seconds must be made by a voting member.
- Section 4:** Motions may be amended or withdrawn at any time by the maker prior to voting. An amended motion must be re-seconded.
- Section 5:** A simple majority, minimum of three (3) voting members in attendance is required to pass all matters, except when specified elsewhere in these guidelines, with the exception of elections.

Article VII: Elections

- Section 1A:** The recommendation for the Regional Literature Chair, which is to be taken to the next R.S.C., will be decided at the February W.N.I.R.L.C. meeting. In addition, the elections of the Regional Literature Vice-Chair and Secretary will take place in February as well.
- Section 1B:** To be eligible for election to the position of R.L.C. Chair, R.L.C. Vice-Chair, Prior experience at the Area and Regional Literature committee level is highly Recommended.
- Section 2:** To be eligible for election to the position of R.L.C. Secretary, prior experience (at any level of service) is suggested.
- Section 3:** Clean time requirements for the officers are as follows:
- a) Chairperson 3 years
 - b) Vice-Chairperson 2 years
 - c) Secretary 1 year
- Section 4:** Any member of the committee may nominate a qualified individual for an R.L.C. position.
- Section 5:** A simple majority of all members in attendance shall be required to elect these officers.

Section 6: An officer may be removed from his/her position for non-compliance by written notification. A two-thirds majority of voting members present is required for removal. Non-compliance includes but is not limited to:

- a) Loss of abstinence (automatic resignation)
- b) Non-fulfillment of his/her duties.
- c) Non-attendance at regular sessions of the R.L.C. without prior notification to the R.L.S. Administrative Committee.

Section 7: Any officer resigning or removed from his/her position prior to the completion of the one (1) year term may be levied a six (6) month moratorium from holding an R.L.C. position.

Section 8: The officers shall be elected to serve a one (1) year term. Their term of service shall begin at the close of the R.L.C. meeting in which they were elected.

Section 9: No member shall hold more than one R.L.C. officer position at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same officer's position.

Section 10: R.L.C. officer positions shall be elected yearly by the committee, except for Chairperson. The R.L.C. Chairperson shall be elected by the R.S.C.

Section 11: In case of a mid-year removal or resignation of an R.L.C. officer, an interim shall be appointed by the Chair. Elections will be held to fill the interim position at the following R.L.C. meeting.

Article VIII: Subcommittees

Section 1: The R.L.C. may establish subcommittees and/or Ad Hoc committees from time to time to carry on the work of the committee. These subcommittees/Ad Hoc committees shall perform the duties prescribed by these spiritual guidelines, the 12 Traditions, the 12 Concepts of Service, A Guide To Local Service, The NAWS Handbook, and other N.A. appropriate sub-committee handbooks, if needed.

Section 2: Special subcommittees may be appointed by the Chairperson or they may be formed by a motion upon approval of the voting members.

Article IX: Spiritual Guidelines

Section 1: The committee shall not make any motion or take any action that conflicts with The 12 Traditions of Narcotics Anonymous.

Section 2: The committee shall comply in all actions with the following documents in precession:

- a) The 12 Traditions of N.A.
- b) The 12 Concepts of Service of N.A.
- c) A Guide To Local Service
- d) The current Literature Handbook
- e) The current approved R.L.C. Guidelines
- f) Parliamentary procedure adopted by this committee.