

# WORLD SERVICE CONFERENCE FELLOWSHIP REPORT

January, 1988

*To:* The Fellowship

*From:* Leah Goodrich, Chairperson  
World Service Conference

Here's wishing a happy and healthy new year to all of you. I hope your holidays were peaceful, as we now begin another wind-up to our next World Service Conference meeting.

The Joint Administrative Committee met in early January and the Conference Agenda Report is on its way. The WSC Administrative Committee has several motions for your consideration and we've provided a separate section this year for all the proposals from regions. I would encourage all of you to do your homework so that your RSR's can serve the Fellowship's interests at this year's World Service Conference.

Workshops on the Agenda Report are a good way to learn about the full range of issues in the Agenda Report. I heartily recommend workshops for studying the material, and if you're not clear on what it all means, then take the time to find out. The Administrative Committee has received numerous requests from regions for participation of Conference officers and other world level trusted servants at workshops. Each year we have tried to accommodate some of these requests, but there is not enough money available to attend all of them. We attempt to rotate our participation each year so that different sections within the Fellowship are able to benefit from world service participation.

Because of the growing number of requests from regions that are close together, some people have suggested that next year the WSC organize workshops that would serve several regions at the same time. This seems like a financially prudent solution to this matter and it will be discussed at the Conference in April.

This year the World Service Conference will be held from April 25th to the 29th, preceded by an orientation meeting on Sunday, April 24th, at 5:00 p.m. All participants who have not previously attended the World Service Conference need to be there so your questions about procedure, etc., can be answered, to help you become familiar with other participants and meet people, and possibly help break through the anxiety of your first WSC. This year's orientation will focus on just that, rather than controversial issues that divert us from achieving our purpose.

Speaking of controversy, many of our members who had inspired a campaign outside of our service structure centered around the fourth edition Basic Text, have by the grace of God, backed off. They seem to be willing to let the Fellowship sort this out the right way. I have faith that it can all be discussed in a calm and respectful manner rather than through accusations hurling across the Fellowship. There is a loving God, and He will take care of it, in spite of efforts to the contrary.

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**TO BE DUPLICATED AND DISTRIBUTED TO N.A. MEMBERS**

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In recent years the Conference has experienced a trend that has both positive and negative impacts. The number of people, not actual participants, who attend the Conference and watch the proceedings, has increased tremendously. The positive side of this is the reflection that we do have an open decision-making process. The negative side is that the observers continue to cause distraction from the proceedings and many observers become involved in lobbying efforts with their RSR or other Conference participants.

This lobbying by observers has the potential to damage the spiritual integrity that our group conscience process is supposed to reflect. Another factor about the observers is obvious. Few tend to have neutral feelings about the motions or actions before the Conference. Their feelings are frequently voiced through boo's or applause at comments or actions taken by the Conference. Occasionally participants have even "played to the audience" in their discussions at the microphone in order to elicit reactions supporting their opinion.

Throughout the Conference, the Chairperson has had to remind the observers to remain quiet and not distract the proceedings. Even though it does cost a lot of money for an observer to come to the Conference for a few days or a week, everyone must recognize that this is a spiritual Fellowship and not a political convention. Observers should be advised that repetition of inappropriate behavior may result in the participants having the observers removed from the actual meeting.

There will be another Fellowship Report in March, which will include RSR's reports from their regions. I would like to remind all the RSR's that these reports are due at the WSO by March 1st. We are hoping that you will all cooperate and help make this new approach a successful one.

Before I close, I would encourage you again to go over the material in the Conference Agenda Report as thoroughly as you possibly can. If you really want the correct information, go to the correct source. The future of Narcotics Anonymous is your responsibility. I hope you all participate in the future of our Fellowship, because it's entirely up to you. God Bless.

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To: The Fellowship

From: Chuck Lehman, Vice-Chairperson  
World Service Conference

Since my last report, all of the WSC Committees and service boards have finalized their work for inclusion in the Conference Agenda Report. Each Committee and Board Chairperson reported in detail on the status of their respective work.

On January 9-10, 1988, the Joint Administrative Committee met to assemble the Conference Agenda Report and to begin preliminary work on the 1988 Conference budget. There were several motions submitted for Fellowship consideration from regional service committees. None of those motions had previously been submitted to an appropriate world level committee for study and subsequent report to our worldwide Fellowship. You will recall that in the January, 1987 Fellowship Report, I spent a lot of time discussing the potential problems that are caused when regions develop and submit motions for inclusion in the Conference Agenda Report, which have worldwide impact, and have not been workshopped in an appropriate world level committee or board. I have included a portion of that January, 1987 Fellowship Report for your review:

*Since my last report much work has gone into the development of the Conference Agenda Report. I participated in several conference phone calls to various Conference Committees and representatives of regional service committees in an effort to clarify motions and language proposed for the 1987 Conference Agenda Report.*

*An important matter to discuss as a result of these meetings is the process by which motions are included in the Conference Agenda Report. WSC Committees, the WSO Board of Directors and the Board of Trustees develop and submit motions to be included in the Agenda Report. During the past three years motions from regional service committees have also been included. The decision to include those motions was largely an arbitrary one made by the WSC Administrative Committee and was done primarily as a matter of courtesy to the RSC's making the motions. It provided the Fellowship as a whole with some advance notice of motions which might come to the floor of the Conference.*

*The motions that are made by Conference Committees, the WSO Board and the Board of Trustees have routinely been discussed within their respective committees or boards for the better part of one year, and in some cases longer. They are generally formulated during working meetings held at the quarterly workshops or regularly scheduled board meetings. The WSC, the WSO and the WSB regularly report about these subjects in the Fellowship Report and the Newslines. Furthermore, all world service boards and committees regularly seek and receive input from throughout the Fellowship, which is considered and used during the formation of motions to be included in the Agenda Report. In this way the Fellowship as a whole is generally well informed and prepared to discuss and arrive at an informed group conscience on motions which are presented in the Conference Agenda Report by world service committees and boards.*

*What about motions submitted by RSC's that are included in the Conference Agenda Report? While it is safe to assume that their motions have been widely discussed in their home region, and perhaps even in neighboring regions, there is every likelihood that Fellowship-wide discussion would not occur until their motions appear in the Conference Agenda Report. It is safe to assume that RSC's do not seek nor receive substantial input from throughout our worldwide Fellowship when considering, discussing and developing their motions. When motions from RSC's are included in the Conference Agenda Report, the Fellowship as a whole is forced to try to come to an informed group conscience without the benefit of all the information. The Fellowship might assume, in some cases, the intent of the motion and try to ascertain its impact.*

*Motions generated by world service committees and boards for inclusion in the Conference Agenda have been developed with input from throughout the Fellowship and are discussed regularly in Fellowship Reports and Newslines articles.*

*Motions generated by RSC's for inclusion in the Conference Agenda Report frequently reflect territorial input and are forwarded with little information for Fellowship-wide consideration.*

*The Temporary Working Guide to Our Service Structure (TWGSS) [1986 Edition] gives some direction in this area on Page 37 IV. The language, although far from comprehensive, indicates that all input to the Conference including motions should be directed to a specific committee. Further, Page 44 of the TWGSS (date carried 4/26/84) indicates that only material approved by a WSC Committee is sent out in "approval form." Both of these sections seem to indicate that motions generated in RSC's should be referred to Conference Committees for action rather than included in the Conference Agenda Report. This notwithstanding, the WSC Administrative Committee did not feel that they could break with the recent practice of including motions from RSC's in this year's Conference Agenda Report. We do, however, support the Conference committee system and feel that, in most cases, motions from RSC's should be referred to the appropriate Conference Committee or Board. The committee or board in question would study the motion and recommend to the Conference, under new committee business, a course of action. The motion would most likely become part of the committee or board's new business for the following year.*

*reported to the Fellowship throughout the year in Fellowship Reports and Newsline articles. The motion could, after action by the committee, be included in the Conference Agenda Report for action by a fully informed Fellowship.*

*The practice of having regions submit motions directly to the Conference should be followed only if the appropriate Conference Committee or Board refuses to consider the idea or motion suggested. If the committee or board refused to consider the idea, the region should then study the matter and propose a motion for the following WSC meeting. If presented in time the motion could be included in the Agenda Report. But even if the region missed the deadline for the Agenda Report the region always has the right to introduce the motion on the floor of the Conference. Motions which are brought to the floor always receive broad debate and Conference participants are able to consider both pros and cons prior to making a decision.*

*I believe our Fellowship suffers when we make decisions in haste, without the opportunity to consider all the ramifications involved. Our world service committees and boards have delegated responsibility to facilitate Conference business. Our Fellowship Report, Newsline articles and special reports to the Fellowship are all vehicles used to keep our Fellowship informed. We must be willing to utilize these systems if we are to expect informed group conscience decisions from our Fellowship."*

While the WSC Administrative Committee has once again elected to place motions from regional service committees in the Conference Agenda Report, we have also referred the regional motions to the appropriate world level committees and boards. In spite of this action, the WSC Committees and Boards will not have had sufficient time to effectively study and develop impact statements regarding these motions. I would urge the Conference to review carefully the information from my January, 1987 Fellowship Report (presented in italics above) and weigh the pros and cons of accepting regional motions that have potential impact on our Fellowship worldwide, but have not been workshopped in an appropriate WSC Committee or Board. The WSC Administrative Committee would welcome clarification and direction as to how we should deal with regional motions which affect our worldwide Fellowship that have not received attention by a World Service Conference Committee or Board.

As we begin this new year, I want to take this opportunity to thank the Fellowship and wish everyone a happy and healthy 1988.

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To: The Fellowship

From: Bob Hunter, Treasurer  
World Service Conference

This report covers the six-month period of June 1st through November 30th, 1987. I did not include a financial report in the November Fellowship Report because the second quarter ended November 30th and reports had to be in to the WSO prior to that date.

As of January 9, 1987, the WSC had an approximate cash balance of \$23,000. This balance does not include a deduction for December's expenses which amount to about \$11,000, which would leave an estimated cash balance of \$12,000. Donations continue to come in at the level necessary to meet our expenditures. I indicated in my last report that donations would have to continue at \$45,000 per quarter (i.e. \$15,000 per month) in order to meet our revised budget of \$180,000. I would like to thank all the members, groups and committees who have sent donations to the WSC.

We began work on the 1988-89 budget during our recent Joint Administrative Committee meeting and we may be looking at a 20% to 25% increase in the overall budget. There is more work to be done during the next couple of months. A tentative budget will hopefully be sent to the Fellowship at least 30 days prior to the annual WSC meeting in April. All comments and questions should be sent to the WSC Treasurer c/o the WSO.

## WSC FINANCIAL REPORT

6-1-87 to 11-30-87

## SUMMARY OF CASH RECEIPTS:

Donations:	
RSC's	\$62,260.57
ASC's	4,702.25
Groups	2,766.84
Members	745.00
Conventions/Fund- Raisers	25,670.42
Other Receipts:	
Credit Balance from '86-'87 WSB	137.19
<b>TOTAL CASH RECEIPTS</b>	<b>\$96,282.27</b>

## CASH EXPENDITURES:

Admin. Committee:	
Travel	3,784.19
Lodging	1,934.54
Phone	2,298.52
Copying, Postage & Misc.	1,598.88
WSC Meetings:	
Room Rental	5,267.97
Copying	3,303.85
Coffee & Supplies	1,267.65
Publishing Projects	505.65
<b>SUBTOTAL</b>	<b>19,961.25</b>

## H&amp;I Committee:

Travel	2,360.90
Lodging	968.10
Copying, Postage & Phone	1,116.27
Publishing Projects	572.23

SUBTOTAL 5,017.50

## Literature Committee:

Travel	11,712.78
Lodging	2,307.66
Copying, Postage & Phone	1,977.79
Com. Corres., Mail Lit., etc.	2,184.15

SUBTOTAL 18,682.38

## Policy Committee:

Travel	1,767.30
Lodging	1,067.57
Copying, Postage & Phone	264.66

SUBTOTAL 3,099.53

## P.I. Committee:

Travel	2,872.00
Lodging	787.75
Copying, Postage & Phone	2,041.78

## Non-N.A. Events:

Registrations	875.00
Literature	0.00

## Publishing Projects:

Production	604.32
Postage	924.34

SUBTOTAL 8,105.19

## Select Committee:

Travel	3,035.50
Lodging	1,073.35
Phone	888.10
Copying, Postage & Misc.	0.00

SUBTOTAL 4,996.95

## Board of Trustees:

Travel	11,018.28
Lodging	5,552.87
Copying, Postage & Phone	1,457.05

SUBTOTAL 18,028.20

## Additional Needs Committee:

Travel	1,318.55
Lodging	558.42
Copying, Postage & Phone	449.74

SUBTOTAL 2,326.71

Ad-Hoc *It Works* Committee:  
Travel & Lodging 3,617.50  
Copying, Postage  
& Phone 285.28  
  
SUBTOTAL 3,902.78

International Committee:  
Travel 188.00  
Lodging 594.89  
Copying, Postage  
& Misc. 9.60  
  
SUBTOTAL 792.49

TOTAL EXPENDITURES \$84,912.98

RECEIPTS LESS  
EXPENDITURES 11,369.29

BEGINNING CASH BALANCE  
6-1-87 5,430.11

ENDING CASH BALANCE  
11-30-87 \$16,799.40

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To: The Fellowship

From: Biff Kramer, Chairperson  
WSC P.I. Committee

As you will see in our Conference Agenda Report the WSC P.I. Committee has submitted some motions dealing mostly with expanding the *Guide to Public Information*. Some of these sections need to be expanded and we will continue to work on them. For example, the P.I. and the Media Section will be expanded in the coming year and we hope to be coming to the Conference in 1989 for approval of the interview portion of that piece. Other additions to the Guide, which we hope will be completed by WSC 1989, are an update of sample letter rewrites and a mass media preparedness inventory.

Some other projects underway are the approval of the material entitled, "Information About N.A." This is a simple, easy-to-read and easy-to-use guide for the media, professionals, treatment centers, and anyone else asking for information about what N.A. is and how it works. This package of information will be directed to the general public who may be unfamiliar with our program and its purpose.

Another work in progress is "P.I. and the N.A. member." This is primarily a non-recovery based information pamphlet explaining the rewards of participation in public information to the N.A. member with information about what P.I. work is. Almost all of the material in this pamphlet is excerpted from the *Guide to Public Information* and other Conference-approved material. The need for this pamphlet is obvious since many areas and even some regions have already begun printing and distributing similar pamphlets. The need for consistency and for Conference approval of all materials placed on the tables in meetings is what we're dealing with here.

An increasing number of area committees are discussing the appropriateness of making presentations in public schools. We will continue to accumulate input and experience about N.A. in the schools and hope to compile the experiences we've had in this type of P.I. presentation. We welcome input for this discussion.

We also need to receive more input about your experience with helplines, contact lists, referrals (are they appropriate, and if so, when and how), experience with beepers, answering machines, answering services, and hotlines. By collecting your experience, we can better answer some of the inquiries coming from new P.I. committees.

Our work with the professional community needs to be improved. Usable materials are necessary to approach those professionals who deal with addicts on a day-to-day basis. Professionals, working in the field, are the ones responsible for referring addicts to Twelve Step recovery programs. At this time, we do not have written materials available for the purpose of targeting this audience.

One of the most vital purposes of our Fellowship's services is to inform the general public about the nature of our program. It is generally accepted that if the public is unaware or misinformed about our program, the suffering addict will not be referred to us for help and may die as a consequence. How we describe ourselves to this audience has a direct affect on our primary purpose and the continuation and growth of the Fellowship as a whole.

Our existing literature material, mainly directed to addicts, has certain shortcomings that does not present our Fellowship to non N.A.'s, in clear, easily understood terms. For years, P.I. committees across the world have been searching through our Conference-approved literature for the right phrases, words and sentences to be used in their P.I. service efforts. They keep trying different combinations but nothing seems to be quite right and it actually brings about even more questions than it answers.

N.A. can be portrayed in a responsible and accurate manner. Using different words and phrases will not detract from our message but will allow us a new avenue of attraction when we are successful in getting our message across. What we have in our recovery literature may be adequate for our needs as recovering addicts and for introducing the program to the suffering addict. But, when someone who has no idea about what we do, who we are, and how we work asks about N.A., is our purpose and function clearly understood? Our experience tells us emphatically--no.

Before we develop this type of material, we are going to explore the possibilities of a process very similar to the one recommended by the Policy Committee at WSC 1987. A motion should be forthcoming from the Policy Committee allowing us to begin work on this type of material. It must be made very clear that final approval for this, as well as all other material, will still rest with the Conference.

And, finally, the WSC P.I. Committee has been directed by WSC 1987 to prepare to conduct a census/survey. The reason for this is to help us, as a Fellowship, to better provide accurate information about the make-up of Narcotics Anonymous to both the Fellowship itself and to public information subcommittees for their use in presenting N.A. to the public. At this point in time, the WSC P.I. Committee has gotten bogged down due to the lack of a clear understanding of exactly what we're supposed to do, or how we're supposed to do it. Questions have been posed as to whether or not we can be specific in the type of information we are seeking. Does this specificity violate our Traditions? Do the Traditions prohibit us from getting a clear understanding of our make-up? Obviously to do a specific survey of the entire Fellowship is impractical, time consuming, and would probably not provide us with any more accurate information than we could receive by doing a statistically significant cross-section. It is the recommendation of the WSC P.I. Committee that a professional survey taker be consulted and that they be given the task of designing a survey which will provide us with the information desired. In the Conference Agenda Report we set forth a long range plan and the goals we hope to achieve. We also felt it would be helpful if this person was either in the Fellowship or at least had a good understanding of our Twelve Steps and Twelve Traditions. We also felt that they could provide us with the most accurate way of doing a census, which in fact is a count of the membership of Narcotics Anonymous.

Participation in the WSC P.I. Committee has continued to grow and expand. This is obvious by the contributions to the *P.I. News*, by the participation of WSC P.I. Committee members in regional and multi-regional N.A. workshops and learning days, by the increase in non-N.A. events, and by the true international nature that we are beginning to take on. One of our most exciting events has been participation in a Conference on Addiction in Hong Kong. This was well attended by people dealing with addicts throughout the world. There was even participation from the United Nations and the World Health Organization. To those of you involved in public information throughout the Fellowship, thanks so much for your participation and for making P.I. the success it is today. For those of you who have not yet tried P.I., if you're looking for a way to get involved, to get excited, to make a commitment, we need you and there is a place for you. Thanks for letting me be of service. God bless.

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To: The Fellowship

From: Randy Jones, Chairperson  
WSC H&I Committee

The WSC H&I Committee is actively working on the revised draft of the *Hospitals and Institutions Handbook*. We expect to have this draft in the hands of registered H&I committees very soon. The Committee's effort has been to create a handbook that will cover the many areas connected with carrying the message through H&I. We hope that once registered H&I committees have a copy of the draft, they will carefully consider the issues presented and send input to the WSC H&I Coordinator before July 1st.

The reason for this deadline is to allow the WSC H&I Committee time to assemble all input at the WSC Workshop in July. After that our committee will meet again between the two WSC Workshops and review all input and assemble it into a rough draft. With this being done we will again review the draft of the Handbook at the October workshop and send it out in the Agenda Report for approval.

In the draft, the WSC H&I Committee has addressed issues which were not addressed in the existing Handbook. We particularly want input on these issues.

In the last Fellowship Report we talked about a joint effort between the WSC Literature Review Committee and the WSC H&I Committee concerning the draft of "For Those in Treatment." Barbara and I attended the Literature Review Committee meeting and shared the feelings of our committee, and our own thoughts of where the concepts and ideas in the pamphlet should go. We have another meeting with the Literature Review Committee in February to continue work on "For Those in Treatment." Hopefully we will finalize this draft at that time.

We would like to thank those trusted servants who sent us new "Sunshine Letters." These will be a tremendous help to newer areas and regions.

As you all will notice, we have not submitted any motions in the Agenda Report. We will really value all done on our Handbook.

The WSC H&I Committee has been able to help several areas and regions with literature to get them through brief periods of transition. There still is a lot of literature remaining. We expect that this literature will last through the next year. A financial summary is included below:

**WSC Literature Stockpile  
Financial Statement**

Beginning Balance May, 1987	\$12,409.00
Reduction for Disbursements ( June-Dec)	\$ 5,290.01
Balance as of January 11, 1988	\$ 7,118.99

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To: The Fellowship

From: Ed Duquette, Chairperson  
WSC Policy Committee

It's 3:35 p.m. here in Boston, January 8th of the new year. I'm taken by the apparent ease in the air. After all, it is snowing, and quite heavily I might add. Many people are poised at the windows gazing youthfully out across the tarmac as if it were all for their enjoyment. Others sit casually, reading their reading. None of us know for sure how long it will be before we're on our way. Perhaps a few hours. Perhaps tomorrow, perhaps another time. The airport is closed. It has been for half an hour now. We have all unknowingly admitted our powerlessness and placed our fate in the hands of Powers greater than ourselves. I'm finding this all quite wonderful.

I remember a time, not so long ago, when my needs would have obliterated my optimism. My fears would have stolen my patience leaving only anger to radiate around me. Time has given me all of you, and all of you have given me, me. It is so pleasant to be alive.

I often glance over the first Fellowship Report I wrote, nearly two years ago for inspiration. Those were frightening times for me. I had been elected to serve our Fellowship in a fashion I had not been prepared for. It's difficult to express in words how inadequate I felt, although in that report I attempted to do just that. When I read the report today I smile. It tickles, like remembering some silly thing we did as kids.

I've grown a great deal since then. We all have. Time is the great healer. I especially realize it right now, sitting in the airport looking around. I feel as though I'm on the inside looking around, instead of looking in from the cold. It's warm here. I'm feeling like a part of humanity, not an angry young man in the grips of active addiction.

What I'm trying to say is "thank you." My service to you has been the major contribution to my recovery. A slice of my life so tender it often brings tears to my heart. I only hope that a small portion of my contribution to our Fellowship has made some difference in furthering our primary purpose.

You know I'm on a roll. I could write and write forever on gratitude. But this is a forum intended to inform you of the dynamic, innovative and relentless WSC Policy Committee's progress. We are planning to include seven motions in the Conference Agenda Report for your consideration. By the time you get this report the Agenda Report will also be in circulation, so I won't go in depth explaining our motions here. Simply, five motions concern changes to the *Temporary Working Guide to our Service Structure*.

Those five motions are a product of the committee's consideration of a document committed to the Policy Committee during last year's Conference. This document was entitled "Proposal for Guidelines for the Operation of the World Service Conference."

Our sixth motion is a product of another motion committed to the Policy Committee at last year's Conference. This motion concerns the form in which motions are to be presented in the Conference Agenda Report.

Finally, our last motion concerns still another of the motions that were committed to the Policy Committee last year that suggest changes in the voting participants at the World Service Conference.

Please take the time to consider each of our motions thoroughly as presented in the Conference Agenda Report.

Now, let's go back to the document that our first five motions came from: "Proposal for Guidelines for the Operation of the World Service Conference." This draft is 17 pages long and touched on a lot of material.

1. Annual work schedule for the WSC, its Committees and Boards
2. The Administrative Committee
3. The Joint Administrative Committee

- 5. The Conference Agenda Report
- 6. Budget reimbursement policies
- 7. WSC rules of order

This document required most of this year's agenda. It is not quite finished. The first portion of the draft proposed an annual work schedule for the Conference and its Committees and Boards. It was the decision of the Committee that, due to the complexity of considering this topic, we needed more time. That section of the document was proposed for consideration during the next year by the Committee.

The sections considering the WSC Administrative and Joint Administrative Committees, the Fellowship Report and Conference Agenda Report are completed and included in the Conference Agenda Report for Conference action.

Now, the last two sections of this document concerned budget reimbursement policies of Conference participants and a short form of parliamentary procedures to be used at the Conference. (Attached at the end of the Fellowship Report.)

There was a great deal of discussion in the Committee as to how responsible it would be to expect the Fellowship to review these two proposals and decide on their usefulness. Each of these documents pertain to procedures of the Conference and do not impact on the Fellowship as such. The decision of the Committee was that the Conference should consider these two proposals for adoption this year, but it would be irresponsible to expect a Fellowship-wide conscience for their adoption.

Our resolution was to mail a copy of both documents to each Conference participant 90 days prior to the opening of the Conference along with a cover letter explaining that these ought to be reviewed and that they will be presented at the Conference for adoption. In addition, they are included in this report so that you may see them. If you have any concerns you have two options: You may pass your concerns on to your RSR with proposed amendments, or you may urge your RSR not to approve them.

We are, of course, aware that many of you are grateful for not expecting each group in our Fellowship to review these items in their entirety. We are aware that some of you will probably be concerned with this process. We are sensitive to your concerns; that was our reason for including these proposals in this report.

That is about all there is for now. Please feel free to contact me at the WSO if there is any way I can be of service.

P.S. The airport was closed for two hours, but my plane finally left only one hour late. Thanks H.P. Love you.

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To: The Fellowship

From: Michael Lee, Chairperson  
World Literature Committee

This will be a short report, for a change. Please review the annual Conference Agenda Report for all the big news.

The World Literature Committee held a regularly scheduled three-day meeting in December in Philadelphia to finalize the business to be presented to the Fellowship in the Conference Agenda Report. Most of the time was spent finishing the new proposed Guidelines for the World Literature Committee.

**BASIC TEXT:** The Committee spent more than half a day in Philadelphia discussing the fourth edition of the Basic Text. After considerable discussion, the Committee defeated a motion (6 in favor, 8 against) requesting that WSO immediately cease the printing and distribution of the fourth edition and directing WSO to re-release the third edition revised as soon as possible. The Committee came to the conclusion that it lacked the authority to take such drastic action, that at this point it was a matter to be resolved by the group conscience of the Fellowship as a whole as expressed at the 1988 World Service Conference. The Committee agreed to publish the brief, consensus statement which appeared in the December *Newsline* and to incorporate a modified version of the previously developed Basic Text survey into the Conference Agenda Report. All input received on this subject is being forwarded to all Committee members and will be gratefully accepted. Background information on this subject (the November Fellowship Reports from the Chairpersons of the World Literature Committee, World Service Conference, Board of Trustees, and WSO Board of Directors) is still available on request from WSO.

#### **OTHER BUSINESS:**

**QUESTIONS AND ANSWERS ABOUT N.A.:** The Committee completed and agreed upon a review-form draft of the proposed pamphlet, *Questions and Answers about N.A.* This review-form item is being distributed for a nine month review and input period to all registered area and regional literature committees as provided for in our existing WSC-approved Procedural Guidelines.

**SURVEY--JUST FOR TODAY BOOK:** The Committee completed and agreed to distribute a survey on the format and content of the proposed book, tentatively titled *Just for Today*. We have been working on this for several months as reported in the July, September and November Fellowship Reports. This survey is currently in the process of being distributed.

**PLAN FOR THE SPRING:** The Committee gave general consent to a plan to continue the development of the two proposed pamphlets remaining on this year's worklist, *For Those in Treatment* and *In Times of Illness*. Ad-hoc committees, appointed by the Chairperson, will be meeting in Baltimore and Van Nuys the second weekend in February to continue the development of these drafts. The ad-hoc committee on *For Those in Treatment* will include three members of the WSC H&I Committee, with whom we are working in complete cooperation. A full committee meeting has also been scheduled for the third weekend in March in Atlanta, Georgia. If work on the two pamphlets is able to be finalized at this March meeting, then these would be distributed in review form at the April, 1988 World Service Conference for a minimum one-year review and input period (assuming the new guidelines are approved). The March meeting will also allow the Committee the opportunity to discuss and prepare for the 1988 World Service Conference meeting.

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**To:** The Fellowship

**From:** Vince Daley, Chairperson  
It Works Ad-Hoc Committee

After the final January workshops in Chicago, San Francisco and Miami are over we should be able to provide you with better information as to whether this process has achieved the goals per the Conference motion that created this committee. We have a lot of Fellowship material to go over in these final workshops and we hope there is a large amount of Fellowship participation. Many area and regional literature committees have been meeting regularly compiling input for our book. They are dedicating their time, experience and love and this is what is needed if we are to ever have a book with a

**PREPARED WRITTEN INPUT:** One of the key steps that's held this whole process together has been Fellowship cooperation in preparing and bringing their input to these workshops in the format requested. I guess it's just another *It Works* miracle that our members followed direction and didn't just send input scribbled on the backs of napkins, flyers, and marked text book pages. By following the process we've saved ourselves at least a year's work. We've been able to minimize the amount of paper involved and have been able to neatly organize all material by using a computer.

Area and regional literature committees are urged to become familiar with the format we've used in this process because it will probably be the way of the future in dealing with review and input material.

Currently we are working on a final master list format. We are hoping to organize every piece of input in a simple and flexible fashion, so that when this work is turned over to the World Literature Committee, they will have something easy to work with in preparing a review-form draft. Again, the use of a computer and assistance from the WSO has been a great help.

**WSO COOPERATION:** Perhaps this would be a good place to explain the WSO's involvement in this project so that we, as a Fellowship, can better understand some of the services we receive from our WSO.

There is a tremendous amount of behind-the-scenes work and coordination that is needed to make a project of this magnitude successful. We needed a base draft produced for the Fellowship to work from. Through the WSO we were able to handle the day-to-day worldwide communication. A special worker handled all the travel and lodging arrangements which greatly simplified matters due to all the people we had to move around.

We were provided with three special workers to help us put all of the Fellowship's input into the computers in a well-organized fashion. These special workers also attended the various workshops providing the clerical assistance of typing and photocopying that helped the workshops run so well. The Office shipped computers and other supplies around the country to each workshop. This is just some of the detail work done by our WSO. In these ways, the Eighth Tradition frees our trusted servants to take care of their responsibilities to their employers and families. Many of us are already overburdened with service work and to try to take on these other duties would just be too much.

Something nice about this project is that our other service boards and committees time and again came to this committee and said "Just let us know what we can do to help and you've got it." That's the kind of togetherness I love to see happening in this Fellowship.

**STEP OUTLINE:** I know our area and regional literature committees are very busy so we've received little input on the Step Outline. We are asking you now, if you can, to try and squeeze in one or two meeting on this so the outline can be cleaned up. We need this information by WSC '88, so please try your best to assist us and have it in by then. This outline is important so we can be sure that all of your concerns with each step will be addressed.

There will be a motion in the Conference Agenda Report concerning this committee, so keep reading the Fellowship Reports and *Newsline* articles to keep up-to-date on what's happening with *It Works*.

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**To:** The Fellowship

**From:** Bill Zimmerman, Chairperson  
WSC Additional Needs Ad-Hoc Committee

Greetings from the Additional Needs Committee. May the principles of this Fellowship fill your spirit in the new year. The following was my report to Leah

I hope this report finds you well and in the holiday spirit. As you know, this has been a busy Conference year for us all. The following report concerns itself with the Additional Needs Committee, its accomplishments, its hopes and its future.

Operating under the current Conference motion, we took direction from the Fellowship and began our work. Here is the motion under which the Committee was created as well as our task for this Conference year:

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

This Committee met a total of three times. Once in Van Nuys at the Conference, once at the first WSC quarterly meeting in Newark, and the last time was in Denver. Even though we began under a cloud of confusion as to our function and purpose, this Committee completed its task.

The World Service Office had already begun to make materials available to the Fellowship before this Committee was established. Literature in braille (White Booklet and many I.P.'s), recovery material on cassette tapes (Book One of the Basic Text, as well as the White Booklet and I.P.'s), and materials in large print (White Booklet and many I.P.'s) have been available for some time. The following achievements were realized either due directly to this Committee or as the result of the increased awareness in this area. Much of this work was also done due to the emergence of a number of regional additional needs committees.

1. A questionnaire was developed by this Committee and distributed Fellowship-wide by the World Service Office. This questionnaire was distributed for the purpose of aiding us in our task.
2. This Committee inputted, upon request, to the H&I Guidelines regarding addicts in institutions with additional needs.
3. A beginning draft of a questionnaire for professionals who may interface with the addict with additional needs. This has been sent to the World P.I. Committee.
4. We also have drafted a paragraph for the Starter Kit and an I.P. concerning accessibility.
5. The awareness level has been greatly raised within the Fellowship of Narcotics Anonymous as a result of this Committee.
6. A number of regional and area committees have been established to help in addressing this need.

**VOTING PARTICIPANTS:** The Committee is composed of fifteen voting members, one Vice-Chairperson, one BOD member and one WSB member for a total of eighteen voting members. If you were to look at our membership list, you would also see a wide geographical cross section among our members. We also have a number of members who also serve as voting members on WSC Standing Committees.

**QUESTIONNAIRE RESULTS:** Using the questionnaire as a tool for gathering information. We sat down in Denver and began to formulate our conclusions. A tally sheet of all the questionnaires received up until Denver is attached to this report. Even though the sample is small, we felt the response was strong enough to make the following recommendations:

1. This Committee recommends the development of a guide, based on question one from the questionnaire, which explains what the following services are and how to obtain them.

- a. Sign language interpreters
  - b. Deaf/blind interpreters
  - c. Foreign language interpreters
  - d. Computer monitored meetings for the deaf
  - e. Special seating arrangements
  - f. Telecommunication device for the deaf (TDD)
2. This Committee recommends that because the financial situation of many groups is poor and the need and desire to make the above services available to the addict with additional needs is great, we recommend that further research be undertaken to find a solution to the question of funding these services.
  3. This Committee recommends that an informational pamphlet be developed which defines and explains accessibility to N.A. meetings. (We have a draft that has been submitted to the World Literature Committee.)
  4. The questionnaire has revealed that 28% of the responding groups had the potential for becoming more accessible.
  5. This Committee recommends that each question from the questionnaire be further explained to those being asked to respond.
  6. This Committee recommends that N.A. meeting lists be clearly coded to indicate accessibility.
  7. This Committee recommends that a paragraph on accessibility be included in the *Group Starter Kit*. (We drafted a paragraph for insertion.)
  8. This Committee recommends that our basic recovery materials, such as the Basic Text, White Book and I.P.'s, (also any service oriented materials) be put on closed captioned video tape with an interpreter and voice for the hearing and visually impaired.
  9. This Committee recommends that when phonelines are being established in areas and regions, they consider making available TDD (telecommunication devices for the deaf) numbers along with the regular phone numbers.
  10. The questionnaire has revealed that further investigation is needed regarding interpreters of all kinds.
  11. This Committee recommends that our service centers consider providing materials which are already available for addicts with additional needs (braille literature, tapes, etc.)
  12. This Committee recommends that addicts with additional needs be added to the Loner Group list to help improve communication to those addicts.

**INTERNAL GOALS AND DIRECTION:** These items are for committee use only or for whatever service body or bodies may deal with additional needs.

1. A contact list should be continued and developed which is informative and specific for referrals upon inquiry. This would allow for a blind addict to contact another blind addict, etc.
2. Finalize a draft for specific materials on a guide to accessibility for addicts with additional needs, an I.P. concerning recovery in N.A. for addicts with additional needs, an I.P. addressing mobility and an I.P. addressing deafness in recovery.
3. Continue to collate and disperse information in a fact-finding way.
4. Continue to develop and add to a base of information for use by regions.
5. Participate in up to two workshops during a Conference year on addicts with additional needs within geographical areas which have expressed the need and desire for more information.
6. Develop specific suggestions for P.I., H&I, convention committees and other committees for consideration in their work with addicts with additional needs. This would include suggestions for phonenumber handbooks regarding

7. Suggestions for group registration forms and new meeting information to further gather information about meetings which provide any of the services needed by addicts with additional needs.

**THE RECOMMENDED MOTION:** The following motion is recommended for inclusion in the Fellowship Agenda Report for 1988. This motion was passed by a vote of 9-yes, 0-no, and 1 abstention at the WSC Additional Needs Ad-Hoc Committee meeting held on October 24, 1987. It reads as follows:

That the WSC Additional Needs Ad-Hoc Committee be allowed by the WSC Administrative Committee to continue to operate with the following purpose to function as a means of reaching those addicts who, for whatever reason, are unable to receive the message of N.A. in the conventional ways. The scope of this work shall include:

1. To investigate and gather current information on the accessibility of N.A. meetings to those individuals for whom the message of recovery is limited, impaired or inaccessible.
2. To compile and disseminate information to the Fellowship.
3. To evaluate and review materials which relate to additional needs and when appropriate make recommendations on these materials.
4. When a need exists, this committee may create draft materials directly related to addicts with additional needs.
5. To interface with other WSC Committees and the WSO.
6. To act as a centralized contact for any area or regional additional needs committee.

**AREA AND REGIONAL ADDITIONAL NEEDS COMMITTEES:**

1. Regional Committees
  - a. New England
  - b. Chesapeake/Potomac
  - c. Lone Star (Texas)
  - d. Volunteer
  - e. New Jersey
  - f. Florida
  - g. Arizona
2. Area Committees
  - a. South Shore, MA
  - b. Cape Cod, MA
  - c. New Hampshire
  - d. Cape May, NJ
  - e. Bay Area, MD

In conclusion, I would like to take this opportunity and share with you some personal thoughts and observations. This has been the most rewarding year, not only in my recovery, but in my life as well. This has also been without a doubt the most exasperating, frustrating and growing year in my recovery. My frustration comes, and I believe that I speak for the entire Committee, when I say that the major frustration which haunted this Committee was the motion under which we operated. A word to those who may be writing and/or making motions, please, when writing a motion, make sure that you write what you mean and mean what you write.

On a positive note, however, this Committee and its members have been a joy to work with as we all watch our dreams become a reality. This Committee has become a well-oiled, highly productive unit. We work well together. Even though much has been done, we feel that this is only the beginning. We also feel that if this Committee is allowed to continue that we should stay together for the sake of experience and consistency.

We have only to await the direction and guidance of a loving God given to us by you, the Fellowship of Narcotics Anonymous. As always, we remain dedicated to the proposition that no addict, anywhere, need die without knowing a better way of life.

Along with the report, I have a few additional items and comments. They are:

1. The recommended motion drafted by this Committee was accepted and placed in the Conference Agenda Report. The Agenda Report was mailed at the end of this January.
2. This Committee continues to encourage all groups to fill out questionnaires concerning additional needs. Please mail your questionnaires to: WSO, Box 9999, Van Nuys, CA 91409.

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To: The Fellowship

From: Leah Goodrich, Chairperson  
WSC Select Committee on Service Structure

What we are faced with, both as a Committee and a Fellowship, are some rather difficult subjects. We have tried somewhat inadequately to resolve our problems while ignoring basic concepts and principles. Our Traditions, while adequate to meet our group purposes, leave much to be desired when applied to our Fellowship's services. Up until now, we have not really confronted the basic principles, but have weaved our way around them, often presenting what could be called half-baked ideas. There are a variety of reasons why we are in this position and they need to be discussed now before we end up compromising ourselves further.

Issues involving our world services are sometimes complex and difficult for members of the Fellowship to follow and comprehend even if you have been in service for a while. The Select Committee basically started from scratch again after the 1986 WSC. Most of the members were new to this level of service and we went through a process of familiarization. As is true with any committee, it takes awhile before members are comfortable with one another so they may speak freely about their ideas. Once the Committee members began to get used to working with one another, our meetings became more productive and useful. This past year we have been able to work as a cohesive group and we need to continue in this manner in order to complete our work.

We have sometimes found it very difficult to proceed with certain parts of the Guide, because of the division of opinion existing in the Fellowship, in regards to certain basic issues. This is not news, it's been a fact of life for some time now. But the Committee is now reaching the point that in order to go ahead with their work, we must have these issues addressed and commonly understood. Otherwise, we will end up with nothing better than what we have already.

At our November meeting, there were a number of basic questions and issues discussed by the Committee. Questions about our Traditions and how they relate and apply to our service structure as opposed to our groups. In March the Committee will be meeting again to formulate questions, on which they will ask the Conference for specific guidance.

A number of the issues we are concerned about appear in the Conference Agenda Report as motions from WSC Committees and Boards. The Policy Committee has a motion regarding WSC participation and the WSO has a motion regarding their relationship to the Fellowship. Although these motions seem reasonable on the surface, the underlying principles are not discussed nor addressed properly. What will happen at the WSC is the specific motions will be decided but the principle will not. The WSO motion clearly involves our Eighth Tradition while the Policy Committee motion addresses the principle of full participation by all trusted servants throughout our service structure. This principle of full participation brings up other related issues, such as the Twelve Concepts for Service used by other Fellowships who explain their principles this way: The Steps (members' recovery), the Traditions (groups' unity), the Concepts (trusted servants, service). Where do we stand with the application of these principles? What are the rights and responsibilities of our groups and members and what are the rights and responsibilities of our trusted servants, service boards and committees?

These are the principles that need to be addressed by the World Service Conference of Narcotics Anonymous. If we confront these issues and come to a common understanding of their applicability, all the other things we get caught up with, and in, will become rather simple by applying basic principles.

The proposal for restructuring our world services was published (September Fellowship Report) as a general outline and did not describe in-depth details of the proposed plan. This proposal took years of discussion and thought before it was put on paper as a reasonable and achievable goal. Unfortunately it did not reach fruition until after we completed our revised draft in April, 1987, and it took the better part of the summer to be completed and published. Decisions regarding the actual function and purpose of the proposed world service entity, the interrelationship of each continental conference, and their duties and responsibilities, will have to be made to complete the proposal.

During the year, the Select Committee spent a considerable amount of time encouraging the Fellowship to comment and input on the revised draft of *A Guide to Service*. Open input sessions were held at both WSC Workshops to give members the opportunity to discuss the revised draft and the concepts it contained. We also received a substantial amount of input in writing from committees and individual members. After reviewing all the input we have received to date, it has revealed some major shortcomings with this type of process. When the Fellowship is familiar with the areas of work (i.e. groups, areas) their comments are well founded, comprehensive, and specific. But, for instance, when it comes to inputting material about world services, the comments are vague, unsure, and general, if at all. As a result Chapters One through Five have been assigned to individual Committee members to factor in all the input we have received, while the Committee as a whole will review and revise the remaining chapters.

The 1988 WSC budget for the Select Committee will include proposed funding to have five meetings. It will be crucial that the Committee focuses maximum effort towards completing its work during the upcoming Conference year. The Conference has been indulgent, patient, and understanding and we certainly realize the frustration experienced in waiting for the results. But if we are to have something worthy of consideration we need the extra time and full support of the Conference.

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To: The Fellowship  
From: Bob Rehmar, Chairperson  
Board of Trustees

The Board of Trustees has not met again since our meeting in October. The ad-hoc committees which were described in the November Fellowship Report will meet before our next Board meeting for the purpose of finalizing recommendations. As reported previously, there were ad-hoc committees established to evaluate information and make reports to the full Board of Trustees regarding an expanded form of the Twelve Traditions, the role of the Board of Trustees, and the Seventh Tradition. We are looking forward to the reports generated from these ad-hoc committees as we strive to serve the Fellowship to which we are responsible.

The Joint Administrative Committee meeting, held on January 9th and 10th, was attended by John Farrell (Vice-Chairperson) and me. The meeting was productive and all Committee Chairs and Vice-Chairs were updated with current information from each Committee. All motions from each Conference Committee, as well as regional motions, were reviewed and examined for clarity and intent. The Board of Trustees will not be presenting any motions to the Conference this year. We are beginning new projects and this work is nowhere near a finalized stage at the present time.

The terms of three members of the Board of Trustees will expire this year at the World Service Conference. Bo Sewell (Georgia), Dutch Huber (New Jersey), and Sydney Rosen (California) were all elected in 1983 for five-year terms. These three open positions, together with three unfilled positions, leave six open positions on the Board of Trustees. Descriptions and qualifications for members of the Board of Trustees can be found in the *Temporary Working Guide to our Service Structure* on pages 23 and 24. At WSC 1987, a motion was passed which requires a 2/3 vote of Conference participants to elect a new Trustee. Any recommendations concerning these openings which may result from our next meeting will be reported in the March Fellowship Report.

With the Conference Agenda Report coming out at the end of January, there have been many requests for Trustees to attend regional workshops or events. These requests will be filled as our budget and schedule allows in each case.

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To: The Fellowship  
From: Jim Wymore, Chairperson  
World Service Office

With the holidays behind us, and the annual Conference not far away, I would like to extend my best wishes to you all for a productive year ahead. During the last two months, we experienced the unusual circumstance of having to back order copies of the Basic Text. It became necessary to retypeset the entire book in order to improve the quality of the printed product. This interruption of the normal production cycle caused us to be out of copies of the Basic Text for two periods, once in December, and once in January. In each of these periods of time, the Office was without copies of the Text for approximately thirteen working days. We have now received sufficient copies of the Text to carry us forward and avoid having to back order copies of the Text. We appreciate your understanding of these unusual difficulties and apologize for any inconvenience or delay this may have caused you.

From time to time, the Office has received requests from area service committees, particularly public information committees, to make available folders that can be used to hold correspondence, I.P.'s, and other items that are given to others or used at workshops. The request has been for standard two-pocket folders with the N.A. logo and some appropriate language on it. This matter is being researched and the WSO may soon make this item available.

An item of discussion that arises periodically is the issue concerning the sale of the Basic Text to people who are outside of the Fellowship. This discussion frequently centers on one or two customers of the WSO. Other companies, individuals, and institutions also purchase sizable amounts of N.A. literature from service centers throughout the Fellowship. This includes a growing number of commercial book stores. Many individuals, addicts and non-addicts alike, obtain their Basic Texts through sources other than N.A. members or groups.

Periodically members have asked why our Basic Text is not available in book stores. This question arose again as a result of the report mandated by the WSC in 1987, released in October, concerning the possible reduction of the price of the Basic Text and other literature. A number of individuals and more than one region have suggested that more should be done to make this possible. One region has authorized their RSR to introduce a motion encouraging the Office to exert more energy to make the Basic Text more readily available to addicts and the general public, who are currently unaware that it exists. The members of the WSO Board of Directors see this as a necessary function of carrying the message of recovery.

I have no doubt that an awareness of the Basic Text, in the minds of book store owners and book buyers, would substantially increase sales of our book throughout the world. There also exists the possibility of making this information available to book buyers and book store owners through their annual meeting of the Booksellers Association. This association holds an annual convention where most book manufacturers and many publishers exhibit their materials. Book buyers and book store owners review and select which items they intend to purchase and stock in their stores. The Office would like to participate in this activity. Input from members and regions on this issue would be appreciated.

There has been continuing discussion among many world level trusted servants about the problems related to keeping accurate records of Fellowship funds and the concern of addicts using Fellowship monies for personal needs. This occurs at all levels of service, but particularly at the group level. The Office receives frequent phone calls from members of groups asking for advice on how to handle circumstances where the treasurer of the group has used group funds for personal matters and either refused to acknowledge it, or acknowledged it but failed to pay it back. Less frequently the Office receives similar phone calls from area and regional committees when treasurers, or others responsible for money, similarly take larger sums of money.

Three solutions have been discussed recently that may assist in resolving this problem. There exists a Conference-approved *Treasurer's Handbook*. Although the handbook needs to be expanded and revised, it does provide a general framework for the proper management of funds. It is disappointing to learn that the Office has sold fewer than 1,200 copies of this handbook during the last year, to a total of over 11,000 groups and approximately 800 service committees. This means that more than 10,000 treasurers of our Fellowship do not have copies and may not be aware that a *Treasurer's Handbook* exists. Individuals interested in obtaining copies of the *Treasurer's Handbook* can order them from your literature sales person, or from the Office.

The Office provides direct support and assistance to addicts starting groups and to groups who request assistance. The Office provides staff and Board members for meetings and workshops to help with area and regional events. The Office contributes major support to the Conference and the Board of Trustees. Within the meaning of the Seventh Tradition, all of these forms of assistance would be unacceptable if the Office was not part of the Fellowship.

The World Service Office is a creation of the Fellowship as provided by the Eighth Tradition. How the Office is integrated within the Fellowship should be correctly spelled out in the *Temporary Working Guide to Our Service Structure*. The World Service Office is responsible to the World Service Conference as it is described in the Conference-approved manual on Fellowship organization. The World Service Conference also elects members of the Board of Directors. In these ways, it establishes that the World Service Office is a Ninth Tradition service board created by the Conference.

Your attention to this matter, and full consideration of its implications, will be greatly beneficial to the Fellowship at large. There is other language in the WSO section of *The Temporary Working Guide* that needs to be revised, but the WSO believes this can wait until the Select Committee on the Service Structure completes its work. Should there be any questions concerning this matter, feel free to contact the Office staff or one of the members of the WSO Board of Directors.

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To: The Fellowship  
From: Steve Bice, Chairperson  
World Convention Corporation

The Convention Corporation is proposing in the Conference Agenda Report proposals for changing the time table for selection of convention sites for 1990, and beyond. Inasmuch as it is unwise to guess whether the Fellowship will approve those recommendations or not, it must be acknowledged that work will soon be underway in some regions to prepare bid packages for submission by the October 1st deadline for bids to host the 1990 world convention. In order to avoid confusion concerning what is anticipated for the size and space requirements for the 1990 convention, regions and committees who are currently interested in investigating or becoming actively involved in investigating bids for the 1990 world convention, are requested to communicate with the Office. We will be able to advise you on space and facility requirements for that convention.

This will enable the Office to assist bidding committees to include all of the relevant information in their bid packages. Your assistance in this matter will be greatly appreciated.

The Convention Corporation will be hosting a Saturday and Sunday workshop concurrent with the Office Corporation Workshop in Tulsa, Oklahoma, on March 19th and 20th. Individuals interested in participating in this workshop or attending this workshop are invited to make reservations at the hotel at the following address: Hilton Inn of Tulsa, 5000 East Skelly Drive, Tulsa, OK 74135. The phone number is 918/622-7000. Please communicate through the World Service Office if you wish to share a room with another member. This will further assist us in anticipating the number of people to expect for this event. As space may be limited, early reservations and contact with the Office will be helpful.

An item of interest, resulting from input received following the most recent world convention, is an acknowledgment that relatively few N.A. members from outside of the United States were picked as readers, leaders, or participants at workshops and N.A. meetings at the world convention. This can easily be rectified.

In examining the problem, it was discovered that a principal reason that this occurred was that the program committee did not know of the attendance by members from non-U.S. countries. The host committee, for the 1988 world convention, is discussing ways to include a larger number of international members in the program. International members who are planning to be at the world convention, and who might be interested in participating in these workshops and forums, may send their name to the program committee sixty days in advance of the world convention.

# ATTACHMENT 1

## PROCEDURE USED WHEN THE CONFERENCE IS MEETING

The World Service Conference utilizes a short form version, entitled "WSC Rules of Order," of the last edition of *Robert's Rules of Order* (hereinafter referred to as Robert's). These WSC Rules of Order have been found to meet the general needs of the Conference in the process of conducting business of the actual meeting when such rules are not in conflict with the policies of the Conference, the *Temporary Working Guide to our Service Structure* (or subsequent service document), or the principles of N.A.

In cases where the WSC Rules of Order are not comprehensive enough, the WSC utilizes the latest edition of Robert's. The utilization of Robert's is based on our need for rules of procedure in cases where we have not written our own rules of order. In any case, if there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work of the WSC.

The WSC Rules of Order clarify common procedures used in the conduct of business of the Conference or wherein the Conference has elected to deviate from procedures in Robert's. For the purposes of the WSC, "assembly" shall mean the WSC, "member" shall mean Conference participant, and "session" shall mean the annual Conference of the WSC. These rules of order reflect procedures used for an assembly that meets annually.

### WSC RULES OF ORDER

#### A. STANDING RULES

1. No member may make two motions at the same time.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
3. There shall be a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the Chair to speak.

However, the Chair may exercise discretion to extend the time limit when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

4. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than three members to speak in favor (pro) of any motion and no more than three members to speak in opposition (con) of any motion.

However, the Chair may exercise discretion to extend the number of speakers when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

5. Every main motion must be presented in writing on the appropriate form and contain the name of the member proposing the motion and the name of the member seconding the motion.

Every amendment to a main motion must be presented in writing and contain the name of the member proposing the amendment and the name of the member seconding the amendment.

A proposed main motion or its amendment must be presented in writing at the time the maker of the main motion or its amendment is recognized by the Chair.

## 6. Procedure and Policy:

- a. On matters of procedure, such as Lay on the Table, Recess, Amend, Commit, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or 2/3) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)
- b. On matters of policy, such as policy of the Conference, approval, removal or change of previously-adopted literature, or change to the *Temporary Working Guide to our Service Structure* (or subsequent service document), 2/3 of the registered participants present at the most recent roll call are required to vote in the affirmative for adoption to occur.

A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.

7. A quorum, the number of voting participants who must be present in order to conduct business, for the WSC shall be a majority of all eligible voting members.
8. An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion.

## **B. STANDING RULES--DIFFERENCES FROM ROBERT'S**

1. WSC limits debate to 3 minutes per speaker. (Robert's = 10 minutes)
2. WSC limits the number of speakers on each pending motion to 3 pro/3 con. (Robert's = unlimited)
3. WSC limits debate on Motion to Appeal to 1 pro/1 con with Chair always the con. (Robert's = unlimited)
4. WSC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have spoken. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If motion is pending or brought up again the next day, rights of the debate begin over again.)
5. WSC requires a 2/3 majority to adopt the motions Amend Something Previously Adopted or Discharge a Committee. (Robert's = majority with notice or 2/3)
6. WSC requires a 2/3 majority to adopt the motions Lay on the Table and Reconsider. (Robert's = majority)
7. WSC will allow no amendments on the motion Limit or Extend Debate. (Robert's = allows)
8. WSC requires a simple majority to adopt the motion Limit or Extend Debate. (Robert's = 2/3)
9. WSC requires a 2/3 majority to adopt main motions that: amend the service structure; change the operating procedures of the WSC; change the policy of the WSC; approve literature; remove or change previously-adopted literature; or change the *Temporary Working Guide to our Service Structure* (or subsequent service document). (Robert's = majority on main motions)

## **C. THE PROCESS**

### 1. THE MAKING AND DISPOSING OF MOTIONS

- a. A motion is made. This is the beginning of the process of bringing a matter before the assembly.

Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion.

A motion should be clear, concise, and comprehensive so that the assembly is not voting on the perceived intent but on the actual wording as it will be officially recorded.

- b. A motion is seconded. A second merely indicates that another member wishes the matter to come before the assembly, it does not necessarily mean that the seconder is in favor of the motion.
- c. The Chair states the motion. This makes the motion pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.
- d. There is then debate (if the motion is debatable) and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate is of the motion, not of the member making it. Motives should never be questioned.

Members should address each other through the Chair and should use titles or descriptions of duties, not names (for instance, the WSC Vice-Chair, not Chuck). The Chair addresses members by name. Discussion (debate) is not generally between two members but through the Chair.

- e. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the Chair puts the question.

- i. Voting is generally by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.
- ii. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chair calls for any objections, if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly, not just to the maker.
- iii. There are no fractions of votes.
- iv. A majority vote (simple majority) is more than half. Thus, since 25 is half of 50, 26 would be more than half and the majority of 50; since 25.5 is half of 51, 26 would be more than half and the majority of 51.
- v. Two-thirds vote (2/3 majority) means at least two-thirds. Of 74, 49.33 is 2/3, thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly 2/3, thus 50 would be at least 2/3 of 75.
- vi. There are several ways to determine the set of members to which the majority proportion (whether simple or 2/3) applies. Some of these ways are:

- (1) "those present and voting"
- (2) "those registered as attending"
- (3) "those present at the most recent roll call"
- (4) "all those eligible to vote, whether registered as attending or not, from the entire membership"

As an example, there are 150 members eligible to vote from the whole membership (4); 75 registered as attending (2); 70 present at the most recent roll call (3); 50 currently in attendance; and 25 actually participating in the most current vote (1).

A simple majority:	Of those present and voting (1)	13
	Of members registered as attending (2)	38
	Of members at the most recent roll call (3)	36
	Of the entire membership (4)	76

A two-thirds majority:	Of those present and voting (1)	17
	Of members registered as attending (2)	50
	Of members at the most recent roll call (3)	47
	Of those eligible to vote (4)	100

In the first interpretation (1), abstentions do not need to be counted since they do not affect the outcome. In the other cases, abstentions and those who choose not to vote actually count as votes against adoption of the motion.

vii. When the standing procedures do not specify which set of members is to be used, then the first interpretation, those present and voting, is used.

viii. The WSC has chosen that: In matters of procedure, the set of members to be used to determine the number of votes required for adoption shall be "those present and voting" (1).

In matters of policy, the set of members to be used to determine the number of votes required for adoption shall be "those present at the most recent roll call" (3).

In determining a quorum, the set of members to be used to determine the number of participants needed to be in attendance shall be "all those eligible to vote" (4).

f. The Chair announces the result of the vote.

## 2. CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS

a. Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

b. M = Main motion. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

i. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

ii. No main motion is in order which presents substantially the same question as a motion previously rejected during the same session.

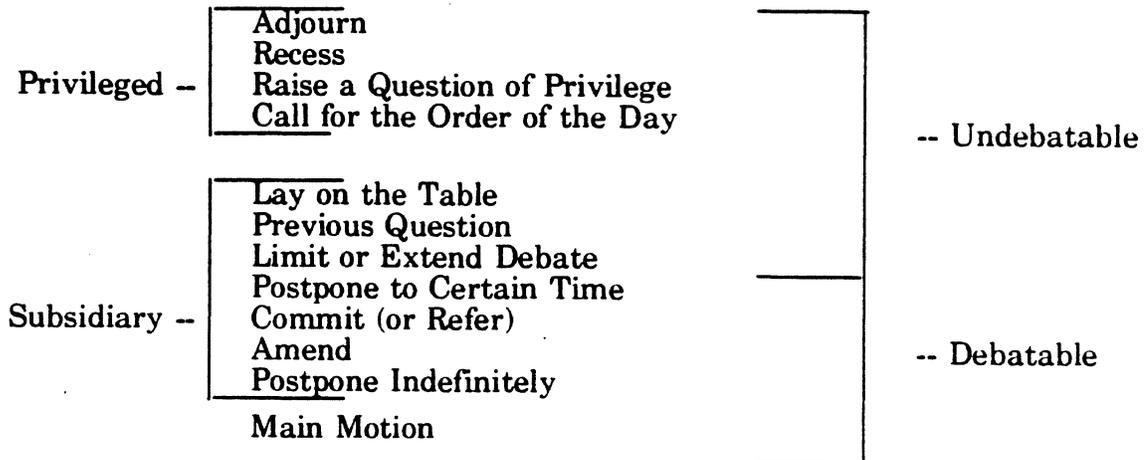
iii. No main motion is in order that conflicts with a motion previously adopted at any time and which is still in force.

iv. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of--whether in the same or preceding session--and which remains within the control of the assembly (for example, Committed, Postponed, or Tabled). (If a question has been Laid on the Table and the same question is brought before the assembly during the current session, it would be more appropriate to Take the original motion From the Table and dispose of it than to address the new motion.)

c. S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.

d. P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time. There are only four motions in this category.

- e. I = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
- f. B = a motion that brings a question again before the assembly. Generally can only be made when no other business is pending. There are only four motions in this category.
- g. An example of the order of precedence of privileged and subsidiary motions--listed highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.



### 3. REDRESS

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

- a. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
- b. Matters left tabled at adjournment die. However, they can be brought up at a later session as new questions.
- c. Matters rejected: During the same session, the motion Reconsider would be in order. (Or if the question is substantially different, due to a change in circumstances or new information or other significant change in intent, a new motion might be in order.)  
At a later session, the appropriate motion would be Amend Something Previously Adopted. Any member may make that motion and there is no time limit.
- e. Matters temporarily disposed of: Suspend the Rules, Discharge a Committee of Take from the Table would be appropriate depending on the circumstances.
- f. Matters on the floor: Appeal the Chair, Point of Order, Call for the Orders of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

### 4. TO REMOVE A PENDING MOTION FROM THE FLOOR

There are several options, some of which are:

- a. Lay on the Table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.
- b. Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.
- c. Postpone Indefinitely: if the intent is to kill the motion for that session.
- d. Objection to Consideration: if the intent is to avoid consideration of the motion for that session. This Objection must be made before any consideration of the pending motion.
- e. Commit to Committee: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.
- f. Extend or Limit Debate: if the intent is to limit further debate.
- g. Previous Question: if the intent is to stop debate immediately and put the question to vote.
- h. Vote against the motion: if the intent is to defeat the pending motion.
- i. Vote for the motion: if the intent is to adopt the pending motion.
- j. Recess: if the intent is for the assembly to take a brief time out before continuing.
- k. Adjourn: if the intent is let the matter die. (However, no more business of any kind will be taken up until the next annual session.)

### 5. RECESS OR ADJOURN

The differences between Recess and Adjourn are very slight, but basically:

Recess means to take a short intermission within a meeting. After the recess, proceedings are immediately resumed at the point where they were interrupted.

Adjourn means to terminate the session, i.e., the annual meeting.

A session is a series of meetings wherein each succeeding meeting is scheduled with the view to continuing business at the point where it was left off at the previous meeting.

6. Since the WSC Rules of Order are fairly formal, the following is a list of some of the more commonly known terms:

<u>Formal Name</u>	- <u>Common Name</u>
Adopted	- carried
Amend by Substitution	- substitute
Amend Something Previously Adopted	- includes Rescind
Entertain a motion	- the Chair sensing the assembly's intent mentions the motion that would be in order that might accomplish the assembly's goal
Previous Question	- call the pending motion to a vote; call for the question; call for the vote
Put the Question	- vote
Question of Privilege	- point of personal privilege
Rejected	- failed
Suspend the Rules	- includes Change the Orders of the Day
Unanimous Consent	- "friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
Unfinished Business	- old business (although this term is misleading, since addressing previously-handled, i.e., old business is different than addressing business yet undone.)

#### D. DESCRIPTION OF MOTIONS

Following is a chart with an alphabetical listing of the most commonly used motions and some of their characteristics. Following that is a text description, also in alphabetical order, of those motions further describing their use and characteristics.

**WSC RULES OF ORDER**

**D. Description of Motions (continued)**

	Type	In Order when another has floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
<b>Adjourn</b>	P	No	Yes	No	No	Majority	No
<b>Amend a pending motion</b>	S	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes (vote is on amendment only)
<b>Amend something previously Adopted (Includes Rescind)</b>	B	Yes, at time of appealed ruling	Yes	Yes	Yes	2/3	Negative vote only
<b>Appeal the Chair (must be made immediately following decision)</b>	I	Yes, at time of appealed ruling	Yes	1 Pro/1 Con; Con always the Chair	No	Majority in negative to reverse Chair	Yes
<b>Committ or Refer to Committee</b>							
<b>Of a pending question</b>	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
<b>A matter not pending</b>	M	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
<b>Discharge a Committee</b>	B	No	Yes	Yes; & can go into question in hands of committee	Yes	2/3	Negative vote only
<b>Division of Question</b>	I	No	Yes	No	Yes	Majority	No
<b>Lay on the Table (applies to entire motion pending)</b>	S	No	Yes	No	No	2/3	No
<b>Limit or Extend Debate</b>							
<b>On pending question</b>	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecute part of order
<b>For duration of mtg.</b>	M	No	Yes	Yes	No	Majority	Yes
<b>Main Motion</b>	M	No	Yes	Yes	Yes	Majority**	Yes
<b>Objection to Consideration of the question (must be made prior to consideration)</b>	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) on 1
<b>Order of the Day, to call for</b>	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
<b>Parliamentary Inquiry</b>	I	Yes	No	No	No	Not voted on - Chair responds	N/A

\*\* The WSC has chosen to require a 2/3 majority of the registered participants present at the most recent roll call to vote in the affirmative for adoption to occur on policy issues, such as: amending the service structure; changing the operating procedures of the WSC; changing policy of the WSC; approving literature; removing or changing previously adopted literature; or, changing the TWGSS (or subsequent service documents).

	Type	In Order when another has floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Point of Information	I	Yes	No	No	No	Is not voted on	No
Point of Order	I	Yes	No	No (unless Chair submits question to assembly, then Yes)	No	Chair rules (unless submitted to assembly, then majority)	No
Postpone to definite time (applies to entire motion pending)	S	No	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Affirmative vote only
Previous Question	S	No	Yes	No	No	2/3	Yes; but if vote was yes, only before vote has been taken under it
Question of Privilege, to raise (when main motion is not in order)	P	Yes, but should not interrupt a person speaking unless unavoidable	No	No	No	Chair only rules on whether Question should interrupt (subject to Appeal)	No
Question of Privilege (when main motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess							
If moved while question is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak	Yes	If motion to be reconsidered is debatable	No	2/3	No
Suspend the Rules (of order)	I	No	Yes	No	No	2/3	No
Take from the Table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close poll	To close polls no; to reopen polls, negative vote only; all others, yes
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/modify motion, to grant maker permission to, after stated by Chair	I	Yes, if requires immediate attention	Yes, if made by maker; no if made by another	No	No	Majority	As to withdrawal, negative vote only; as to modification; Yes

**ADJOURN**--means to close the session immediately.

**AMEND** (a pending motion)--means to modify the wording of a pending motion and is considered a primary amendment, that is, it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendment, and pending motions are voted separately, it allows each member the freedom to be in opposition to the amendments(s) but in favor of the motion, or vice versa.

The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by secondary amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to Substitute fails, the original pending resolution comes to the assembly for vote.

**AMEND SOMETHING PREVIOUSLY ADOPTED**--means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

Amend the Bylaws (for WSC, Amend the TWGSS, etc.) is a form of the motion Amend Something Previously Adopted. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the Amend the Bylaws is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to Amend the Bylaws to give the membership adequate time to review.

**APPEAL THE CHAIR**--means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

**COMMIT OR REFER TO COMMITTEE**--means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad-hoc committee is needed, the committee can be formed in the same or amending motion.

**DISCHARGE A COMMITTEE**--means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee,

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

**DIVISION OF QUESTION**--means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

**LAY ON THE TABLE**--means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

**LIMIT OR EXTEND DEBATE**--means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions. This motion cannot impose an immediate closing of debate, the appropriate motion then would be Previous Question.

**MAIN MOTION**--the introduction of new business, or in some cases the reconsideration or amendment of previously-adopted business.

**OBJECTION TO CONSIDERATION OF THE QUESTION**--means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be reviewed during the same session except by unanimous consent or by reconsideration of the vote on the objection, however, the same main motion can be introduced at any succeeding session.

**ORDER OF THE DAY, TO CALL FOR**--means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules or Changes the Order of the Day.

**PARLIAMENTARY INQUIRY**--is a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

**POINT OF INFORMATION**--is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered, but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members.

If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, although the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

**POINT OF ORDER**--means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

**POSTPONE TO A DEFINITE TIME (DEFINITELY)**--means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

**POSTPONE INDEFINITELY**--means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possible undesirable consequences.

**PREVIOUS QUESTION**--means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

**QUESTION (POINT) OF PRIVILEGE, TO RAISE**--permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chair rules yes, then the Question is handled depending on its original form. If originally phrased like a request, it is handled as such; if phrased like a main motion, the Question then requires a second, is debatable, amendable, etc., and is handled by the Assembly.

If there is not urgency, a Question of Privilege can be brought to the assembly as a regular motion and handled in the normal course of business.

**RECESS**--means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to Suspend the Rules.

**RECONSIDER**--enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the Reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the Reconsider motion is debatable, a member has the right to debate the Reconsider motion regardless of whether his rights to debate were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

**SUSPEND THE RULES**--enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To change the Order of the Day is an application of Suspend the Rules, and means to take a question out of its proper order or to consider one before the time to which it was postponed.

**TAKE FROM THE TABLE**--enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not Taken from the Table within the same session as the motion to Lay on the Table, the matter dies, although the matter can be reintroduced later as a new question.

If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table the same day as laid down, members who had exhausted their right to debate cannot speak again; if Taken from the Table on another day, debate rights start over again.

**VOTING, MOTIONS ABOUT**--enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

**WITHDRAW/MODIFY A MOTION, TO GRANT THE MAKER PERMISSION**--means the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the question is stated by the Chair, the motion becomes a pending motion and the property of the assembly which has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before a question is stated by the Chair, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so no other second is necessary.

## ATTACHMENT 2

### ADDITIONAL NEEDS QUESTIONNAIRE TALLY

QUESTIONS	TOTAL NUMBER OF RESPONSES	YES		NO	
		%	#	%	#
1. Our Group Offers:					
a. Sign language interpreters_____	232	4%	9	96%	223
b. Deaf/blind interpreters_____	232	0.5%	1	99.5%	231
c. Foreign language interpreters_____	232	4%	10	96%	222
d. Computer monitored meeting for deaf_____	232	0%	0	100%	232
e. Special seating arrangements_____	232	21%	49	79%	183
f. None of the above_____	232	76%	176	24%	56
2. Is your group willing and able to provide any of the above?_____	232	36%	83	64%	149
3. Is your group financially able to provide any of the above?_____	232	7%	17	93%	214
4. Does your meeting hall offer the following:					
a. Wheelchair ramps_____	232	50%	116	50%	115
b. Accessible restrooms_____	232	52%	121	48%	111
c. Accessible parking_____	232	62%	154	34%	78
d. People to assist entry and exit of wheelchair bound_____	232	62%	143	38%	89
e. Telephone/TTY for the deaf_____	232	31%	72	69%	160
f. Other_____	232	4%	10	96%	222
5. Can your meeting become more accessible?_____	232	25%	58	75%	174
6. Groups willing to be listed in a coded reg/area meeting list_____	232	55%	127	45%	105
7. Is anyone interested in becoming involved in a region/area additional needs ad-hoc committee?_____	232	25%	59	75%	173

Revised 12/87

**ADDITIONAL NEEDS  
QUESTIONNAIRE TALLY  
BY REGION**

**NAME OF REGION** **NUMBER OF RESPONSES**

**UNITED STATES**

Alaska.....	3
California (Northern).....	4
Carolina.....	8
Chesapeake/Potomac.....	41
Florida.....	6
Georgia.....	5
Greater Illinois.....	4
Hawaii.....	1
Indiana.....	1
Lone Star.....	3
Mid-Atlantic.....	3
New England.....	25
New Jersey.....	31
Ohio.....	3
Oregon/Southern Idaho.....	3
Show-Me.....	11
Tri-State.....	11
Upper Midwest.....	2
Volunteer.....	12
Washington/Northern Idaho.....	16
Wisconsin.....	23

**FOREIGN**

Africa.....	1
Kenya.....	2
New Zealand.....	8
Puerto Rico.....	2
Other.....	3

## ADDITIONAL NEEDS QUESTIONNAIRE

**Instruction:**

Please answer the following questions in order that the WSC Additional Needs Ad-Hoc Committee can best serve the Fellowship.

Area: \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Location: \_\_\_\_\_

Name of Meeting Hall: \_\_\_\_\_

Meeting Day: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

1. Our Group Offers:

- \_\_\_\_\_ Sign Language Interpreters
- \_\_\_\_\_ Deaf/Blind Interpreters
- \_\_\_\_\_ Foreign Language Interpreters for \_\_\_\_\_.
- \_\_\_\_\_ Computer Monitored Meetings for Deaf
- \_\_\_\_\_ Special Seating Arrangements
- \_\_\_\_\_ None of the Above

2. Is your group willing and able to provide any of the above?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what? \_\_\_\_\_

3. Is your group financially able to provide any of the above?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what? \_\_\_\_\_

4. Does your meeting hall offer any of the following:  
\_\_\_\_\_ Wheelchair ramps into hall  
\_\_\_\_\_ Accessible restrooms  
\_\_\_\_\_ Accessible parking  
\_\_\_\_\_ People to assist entry and exit of wheelchair bound  
\_\_\_\_\_ Telephone \_\_\_\_\_ TTY for the Deaf \_\_\_\_\_  
\_\_\_\_\_ Other

5. Is there potential for your meeting to become more accessible?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If your group and hall meets any of the above criteria for any accessible meeting, are you willing to be listed as such in a coded regional and area meeting list?

\_\_\_\_\_ Yes \_\_\_\_\_ No      If yes, complete the following:

We wish our group to be listed as offering the following handicapped services (refer to the lists in questions 1 and 4).

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7. Are there any members of your group/area who are interested in becoming involved in an area/regional additional needs ad-hoc committee?

\_\_\_\_\_ Yes \_\_\_\_\_ No      If yes, please send name, address and phone, and return with the completed questionnaire to:

World Service Office, Inc.  
Attn: Additional Needs Ad-Hoc Committee  
P.O. Box 9999  
Van Nuys, CA 91409