

**WORLD SERVICE CONFERENCE  
87/88**



**CONFERENCE AGENDA REPORT**

**MATERIALS FOR CONFERENCE APPROVAL**

**JANUARY 26, 1988**

# WORLD SERVICE CONFERENCE AGENDA REPORT 1988

## INTRODUCTION

Throughout this report, you will find portions of text printed in **bold type**. The language printed in **bold** is either the motion or the language to be adopted. This has been done in an effort to make easier the task of reading and deciding the issues.

The motions are numbered in sequence for ease during discussions. Also, for your convenience, a consolidated summary listing of all motions appears at the end of the Conference Agenda Report entitled Action Item List.

In some sections of this Report, language that has previously been adopted is presented so as to show the context within which some change is presented. So as to avoid the appearance of again seeking approval of previously approved language, the previously adopted language has a vertical line adjacent to it in the margin.

Included in the report are separate nomination forms developed and used by several WSC Committees. They are included here for your information and use as may be appropriate.

As a result of the World Service Conference, two reports will be prepared. These reports will be available for any member or group to purchase. The first report will include copies of reports from the committees, boards and regional service representatives prepared for this WSC meeting. The second report will include the minutes of the Conference and short planning reports developed during the last days of the Conference identifying the major work projects of each committee for the coming year.

If there are any questions pertaining to this report, please call the WSO and one of our staff will assist you or arrange for assistance from a member of the appropriate committee.

WORLD SERVICE OFFICE, INC.  
P.O. BOX 9999  
VAN NUYS, CA 91409

World Service Conference Agenda Report  
WSC 1988

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**WORLD SERVICE CONFERENCE 1988 AGENDA****SUNDAY--APRIL 24TH****Pre-Conference Workshop**

5:00 p.m.

This two-hour session is intended to provide information regarding an overview of the procedures used during the Conference for debate, proposing motions, and action taken on reports or motions. This is a voluntary and optional workshop intended to benefit those participants attending the Conference for the first time.

**MONDAY--APRIL 25TH**

**Session 1**      **OPENING REMARKS AND ROLL CALL**      9:00 a.m.  
                 **ADOPTION OF WSC PROCEDURES**  
                 **REPORTS FROM RSR'S OF NEW REGIONS**

**Recess (Lunch)**      12:30 p.m.

**Session 2**      **GENERAL FORUM**      2:00 p.m.

**Recess for the day**      7:30 p.m.

**TUESDAY--APRIL 26TH**

**Session 3**      **COMMITTEE MEETINGS: H&I, POLICY,**      9:00 a.m.  
                 **PUBLIC INFORMATION, LITERATURE,**      (3 hours)  
                 **AD-HOC COMMITTEES**

**Recess (Lunch and early dinner)**      1:00 p.m.

**Session 4A**      4:00 p.m.

**ROLL CALL****REPORTS AND WORLD SERVICE BUSINESS**

(The reports presented in this session will be a review of accomplishments during the past year, a short question and answer period, followed by each committee's items of business for consideration by the Conference.)

**WSC CHAIRPERSON****WSC VICE-CHAIRPERSON****WSC TREASURER (Approval of Report)****(Approval of Minutes)****WORLD SERVICE OFFICE****WORLD SERVICE BOARD OF TRUSTEES****WORLD CONVENTION CORPORATION****WSC POLICY**



WSC LITERATURE  
 WSC IT WORKS AD-HOC  
 WSC PUBLIC INFORMATION  
 WSC HOSPITALS AND INSTITUTIONS  
 WSC ADDITIONAL NEEDS AD-HOC  
 WSC SELECT COMMITTEE

Recess for the day 10:00 p.m.

WEDNESDAY--APRIL 27TH

Session 4B COMMITTEE REPORTS (CONT.) 9:00 a.m.

ROLL CALL

Recess (Lunch) Noon

Session 4C REPORTS AND WORLD SERVICE BUSINESS (CONT.) 1:00 p.m.

OLD BUSINESS

Recess (Dinner) 5:00 p.m.

Session 5 NOMINATIONS 7:00 p.m.

WSC OFFICERS  
 WSC SUBCOMMITTEES  
 WORLD SERVICE BOARD OF TRUSTEES  
 WSO BOARD OF DIRECTORS  
 CONVENTION CORPORATION  
 N.A. WAY  
 TAPE REVIEW

Recess for the day 9:00 p.m.

THURSDAY--APRIL 28TH

Session 6 ELECTIONS 9:00 a.m.

Recess (Lunch) Noon

Session 7 COMMITTEE MEETINGS: LITERATURE, 1:30 p.m.  
 H&I, PUBLIC INFORMATION, POLICY, (4 hours)  
 AD-HOC COMMITTEES

(These meetings of the new committees are for the purpose of establishing recommended plans for the coming year to be presented to the Conference in Session 8.)

Recess for the day 5:30 p.m.

**FRIDAY--APRIL 29TH**

<b>Session 8</b>	<b>COMMITTEE REPORTS &amp; GENERAL SESSION</b>	<b>9:00 a.m.</b>
	<b>NEW BUSINESS</b>	
	<b>REGIONAL MOTIONS</b>	

<b>Adjournment of the 1988 World Service Conference</b>	<b>2:00 p.m.</b>
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The sessions and times indicated throughout this tentative agenda are subject to adjustment depending on the pace of the Conference.

To: The Fellowship

From: Leah Goodrich, Chairperson  
World Service Conference

This report presents the work your service boards and committees have prepared for your approval. This is the culmination of hundreds of hours of work by each committee and hundreds of additional hours by the members before and after the committee meetings.

A lot of your money is invested here too. Last summer the Administrative Committee disclosed that shortfall of Conference income was expected. Throughout the Fellowship that announcement was answered with your financial support. The amount of money that began to arrive was impressive and heartwarming.

It reveals a commitment by members everywhere to the work of the Conference and its committees. We believe the work reflected here will more than justify your investment and your faith. Unfortunately some of the work takes longer than a few months to complete. So, much of the work your contributions have supported is still in progress and will not be presented until next year or the year after.

It will be important for you to continue that support and not be lulled into thinking the financial need is over. That is far from the truth. The committees have expended less than the work load would have indicated, because everyone has exerted restraint and prioritized the work. Some of the work was put in low gear so that higher priority items could be completed. Effort must continue in order to move ahead on important items yet to be completed.

Some boards or committees are not presenting anything for Fellowship approval this year. This does not mean that they have not been working as hard as others. It simply reveals that they do not have any completed work that requires Fellowship approval at this time.

An important aspect of this year's financial situation has been the improvements made in budgeting and budget forecasting. A draft budget will be sent to RSR's prior to the Conference in order to give them more time to reflect on the proposed 1988-89 budget. We expect this draft budget will be completed in March.

Another lesson relearned this year is the importance of relying on the Conference committee system. Improved communication within the committees and between the committees has improved the coordination of efforts and projects that are related to the responsibilities of other committees. It is through the committee system that the Fellowship is best served by the evaluation and development of ideas into workable solutions to N.A. problems. Our continued support of the committee system will assure the Fellowship that work presented in this report represents a final product worthy of your consideration.

A very valuable expenditure was for the meeting of the Joint Administrative Committee in the weeks following the Conference in 1987. It was at this meeting that the budget problem was first brought to light. This afforded us the opportunity to adjust work schedules and for committee chairpersons to begin setting priorities for their work. Because of the importance of this meeting, it is expected that this will be retained as an annual event.

The Policy Committee acted at the October workshop on a motion referred to that committee at the 1987 Conference meeting. The Committee's recommendation was to suggest to the Administrative Committee that a parliamentarian be hired from outside the Fellowship. This has been investigated



and the parliamentary services offered by a Los Angeles area university will be used.

In order to help first-time participants at this year's Conference, an orientation to Conference procedure will be held on the Sunday before the meeting officially begins. Members who have not attended before might take advantage of this opportunity to become more familiar with how the Conference meeting will be conducted.

A copy of this report was distributed at Conference expense to each voting participant of the Conference. This fulfills the official responsibility of the Conference to notify the Fellowship of items being considered at the 1988 Conference meeting. However, additional copies can be purchased from the WSO by any member, group or service committee. An order form was included in the November Fellowship Report.

Each regional and area committee is requested to inform all N.A. members about the Agenda Report and their right as members to participate in this Fellowship-wide process. If they are not interested, that is their privilege too, but they should be given the opportunity to participate if they so desire.

Following are the motions which will be presented at the 1988 World Service Conference by the Administrative Committee:

1. **Delete from page 42, of the *Temporary Working Guide to Our Service Structure*, (1987 edition) Section Five, "Basic Format of the World Service Conference," and renumber Section Six, "Amendments to the Guidelines," as Section Five.**

Intent: The Basic Format of the WSC, now contained in the *Temporary Working Guide to Our Service Structure* (1987 edition) was designed to reflect the order of business at the WSC annual meeting. Over the years the Conference has changed substantially (i.e., from 2-1/2 days to 5 days of meetings), but the format has remained the same. Consequently, the Conference readjusted the format and agenda of the meeting each year. As a result, the Conference has never precisely followed the format shown in the *Temporary Working Guide to Our Service Structure*. At each Conference, it has been necessary to suspend the rules of order and use other parliamentary procedures to adjust the agenda to fit the needs and desires of the Conference.

The schedule, shown at the beginning of the Conference Agenda Report, more accurately depicts the schedule followed at each Conference. It is necessary to allow the Conference and especially the Administrative Committee some latitude in establishing and changing the agenda. This motion would allow the Conference to proceed with its agenda, without having to waste time in parliamentary procedures.

2. **A Committee responsible for originating publications or motions adopted by the World Service Conference is authorized the discretion to update statistical information on a yearly basis by submitting to the WSO a letter of instruction for the change, provided that the letter is adopted by the Committee at a Conference workshop.**

Intent: There are several instances wherein the Conference has adopted an item, usually a handbook, that contains a portion that becomes outdated. For example, this Agenda contains a question and answer segment of the *P.I. Handbook* with a statement concerning the number of meetings in N.A. The World Service Conference Administrative Committee and the WSO have been reluctant to update that kind of information because the Fellowship has not given that kind of



discretionary authority. It is, however, foolish for N.A. to print outdated information and also foolish to have to bring these publications back to the full Fellowship periodically simply to correct some statistical matter. This motion requires a 2/3 majority vote for adoption.

3. That an additional vice-chairperson position be created as an officer of the Conference. The term of office will be for one year. The duties assigned will be determined by the Chairperson of the Conference. Further, to amend the *Temporary Working Guide to Our Service Structure*, as appropriate, to reflect this action.

Intent: The duties and responsibilities of the WSC Administrative Committee have grown to the point where it is necessary to create an additional position to assist with the administration of the World Service Conference. Conducting WSC business and communicating with the Fellowship requires a tremendous amount of time and demands on personal resources. The creation of this position would help serve the growing needs of the WSC and allow members to serve without placing them in a position of personal hardship. This additional member of the WSC Administrative Committee would help share the workload and help improve communication and services in the overall operations of the WSC.

During the year there was considerable discussion concerning the desirability of creating a second vice-chairperson position in the Administrative Committee. At the October workshop, the Policy Committee studied the proposal and recommended that a motion be advanced creating the position. This position would create a moderate increase in the expenditures of the Administrative Committee, and the Conference overall. This motion requires a 2/3 majority vote for adoption.

The Joint Administrative Committee discussed the matter of publishing parts of the *Treasurer's Handbook* (See Addendum 1) in a different format. There have been a number of requests from group treasurers for a more practical publication to help them with their responsibilities. By issuing forms and Conference-approved financial guidelines for group treasurers in a workbook (8-1/2" x 11"), this tool will be available and improve record keeping by our treasurers. This motion requires a 2/3 majority vote for adoption.

4. To authorize the WSO to publish the following excerpts (Addendum 1) from the Conference-approved *Treasurer's Handbook*, with slight modification, in the format shown. Additional sets of the forms will be included.

Intent: To make available to every group treasurer Conference-approved forms and guidance on the management of money. This motion requires a 2/3 majority vote for adoption.

At the Conference meeting last year the Joint Administrative Committee was assigned the responsibility to develop and propose a cost equalization plan for the Conference. A report and draft plan were distributed at the October workshop and input was solicited. The report and plan were published in the October Fellowship Report along with a request for written input. No input has been received. Additional work is essential in order to develop an acceptable and practical cost equalization plan. Accordingly, it is not possible to include a plan for adoption, as was instructed by the Conference in 1987. We have included, for your information, the draft of that plan below.



## DRAFT POLICY

Not later than January 31st of each year, each registered region will have delivered to the World Service Office the name and address of their RSR and RSR-Alternate who will be attending the Conference that year. The WSO will prepare a report on estimated costs. A fifteen percent increase will be added to the total in order to accommodate increases in airfares that may occur. Each participant will be issued a check in the amount determined in the report for their air travel expense. The individual is expected to obtain their own reservations and make payment with the funds advanced. If the actual costs exceed that which is provided, reimbursement of the extra cost will be made if the individual makes such request and provides sufficient information to justify the reimbursement.

Hotel reservations will be made by WSO staff for each individual attending the Conference according to this policy. Housing for each individual will include sharing accommodations with a participant from their own region, or at random if another participant from their region does not attend, or for other reasons as appropriate. The Conference will pay for these accommodations for five nights for the RSR and RSR-Alternate unless the members are listed as members of a standing committee whose meeting requires their accommodations for an additional night, in which case they will receive accommodations for an additional night.

Personal expenses charged to the hotel room will be paid by the individual. Participants may, at their own expense, arrange for longer visits or accompaniment of family members. Each such arrangement must be made at least thirty days prior to the Conference with the appropriate WSO staff coordinator.

In March of each year the WSO will advise each region of the equalized cost for the participation of their representatives. Each region will be requested to send to the WSC Treasurer at the WSO the amount of their equalized cost not later than the first of April.

In the event a new region is formed, the Conference will provide the same financial support of participants from the new region providing the deadline described above is met. The new region will be expected also to participate in the funding of the equalized cost.

Those areas that are recognized by the Conference by the acknowledgment of a delegate will also be requested to participate financially in this cost equalization effort. The expenses of delegates, the first time they attend a Conference meeting, will be covered only when requested in advance of the deadline. The Conference Administrative Committee will be authorized to add to the equalized cost the necessary expense for the recognition of not more than five delegates from areas where an N.A. community exists, but has not been sufficiently organized to participate in the financial support of cost equalization. In subsequent years, the N.A. communities that these delegates represent should be expected to be equal participants in cost equalization contributions.

Regions may elect to provide their representatives with additional financial assistance. Such assistance should not negatively impact their ability to support the cost equalization of full Conference participation.

END OF DRAFT POLICY



To: The N.A. Fellowship

From: Ed Duquette, Chairperson  
WSC Policy Committee

Our first five motions for your consideration result from the Committee's review of a document committed to the Policy Committee during last year's annual Conference. This document was entitled "A Proposal for Guidelines for the Operation of the World Service Conference" and addressed a wide gamut of topics.

Some of these topics outlined procedures under which the Conference has commonly operated, although they were never put in print or approved as Conference policy. Other topics brought previously approved Conference policies up-to-date. A final section of this document outlined a parliamentary short form rules of order. This short form was condensed from *Robert's Rules of Order* and modified for use by the WSC.

For your general information, the Policy Committee decided to extract the first few sections from this document and address them as a single separate item for consideration in the upcoming year. These sections pertain to the annual work schedule of the WSC and its Committees.

5. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition) on page 39, second paragraph, by deleting the language describing the WSC Administrative Committee and replacing it with the following:

**THE ADMINISTRATIVE COMMITTEE:** The WSC Administrative Committee is composed of the WSC Chairperson, WSC Vice-Chairperson and the WSC Treasurer and administers the general operation and activities of the Conference and its Committees. The Fellowship depends on the WSC, and its Committees to perform important and necessary services for its members and groups. Because the WSC assembles only once a year at its annual meeting, the Fellowship needs to have confidence that the WSC Committees will serve the needs of the Fellowship effectively on a year-round basis. In order to assure effective functioning of our World Service Committees, the WSC Administrative Committee exercises considerable responsibility to provide guidance and leadership to the general operation of the WSC Committees.

The WSC Administrative Committee works closely with the leadership of each Committee and assists them in their efforts to complete their work. Should the Administrative Committee take action to intervene in the activities of a Committee, such action will be reported to the full Conference in writing. This committee also serves as a resource to regional service committees, to provide workshops and/or information regarding the activity and functions of the WSC.

Although the developing of the budget for WSC activities is the concern of the Joint Administrative Committee (JAC), the Administrative Committee is actually responsible for dispersing the funds. The WSC Treasurer is responsible for all WSC bank accounts and reports the financial activities on a quarterly basis in the Fellowship Report.

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

Intent: Our first motion requests that the Conference replace the description of the Administrative Committee's make-up and function, as stated in



the *Temporary Working Guide to Our Service Structure*, with a more comprehensive and up-to-date description.

The description that now exists in the *Temporary Working Guide to Our Service Structure* does not adequately describe the functions of the Administrative Committee. This information is too general and many people have little concept of exactly what the Administrative Committee does. The intention of the Policy Committee is to clearly outline what duties the Administrative Committee is responsible for.

The description in the motion above is an accurate account of what the Administrative Committee is presently doing. There is nothing new added, we are simply putting it in print. This motion requires a 2/3 majority vote for adoption.

6. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition) on page 39, after the description of the Administrative Committee and before the description of the Policy Committee, by inserting the following language:

The Joint Administrative Committee (JAC) is composed of the following trusted servants: Chairperson, Vice-Chairperson and Treasurer of the Conference; the Chairperson and Vice-Chairperson of each of the Conference Standing Committees; the Chairperson and Vice-Chairperson of the WSB; and the Chairperson and Vice-Chairperson of the WSO Board, who are all voting members of this committee. The Joint Administrative Committee meets at least twice each year. The first meeting is held within 45 days after the close of the annual World Service Conference meeting. This first meeting is for the purpose of familiarizing new members with the procedures used in accomplishing WSC Committee responsibilities, setting dates for reports and reviewing work of each committee, etc. This meeting facilitates the smooth transition of committees and the Conference from one year to the next, as well as coordination of efforts within the Committees and Boards of World Services.

The second scheduled meeting of the Joint Administrative Committee is held in early January. The January meeting is an opportunity for the Chairpersons to jointly review the material being included in the Conference Agenda Report. The Joint Administrative Committee should exercise prudent judgment in recommending changes to clarify reports or proposals or adding motions or additional reports.

Intent: Our second motion for consideration requests that the Conference insert a section describing the make-up and function of the Joint Administrative Committee in the *Temporary Working Guide to Our Service Structure* directly following that of the Administrative Committee. Our intention is to clearly define what the Joint Administrative Committee has evolved into.

Originally, the JAC was created to take care of matters of Conference finance only. What we realized was that the real strength in the JAC was its ability to enhance communication and coordination of efforts between all the Committees and Boards of our World Services. Better communication and coordination of efforts means better service.

What this motion would do is include a description of how the JAC has functioned this past year and a half. This committee and its responsibilities, as described above, have proven essential to the functioning of the World Service Conference.



7. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition) page 50, second motion listed, carried on 4/30/86, by deleting the language describing the Joint Administrative Committee and adding the following language to the section describing the Joint Administrative Committee, presented in Motion No. 6.

All matters of Conference budget policies, development, review, and reporting are the responsibility of the JAC. When the JAC meets to discuss WSC financial affairs, it will be chaired by the WSC Treasurer.

Intent: Our third motion is a housekeeping motion. What this motion will do is delete a motion listed in the *Temporary Working Guide to Our Service Structure* and add a similar description of the Joint Administrative Committee to the more lengthy description presented in Motion No. 6. If Motion No. 6 is adopted, then Motion No. 7 would be in order. This motion requires a 2/3 majority vote for adoption.

8. To include the following description as an addendum to the *Temporary Working Guide to Our Service Structure*:

**THE FELLOWSHIP REPORT:** The Fellowship Report is a periodic publication of the World Service Conference which has evolved as a means of providing continuing information to the Fellowship about activities of the Committees and Boards of the Conference. It includes separate reports from Conference Officers, Committees and Boards. These reports contain information on the status of major projects on which the Committees or Boards are working, suggestions for new work and problems that have been encountered. Through the periodic Fellowship Reports, a Committee or Board may keep the Fellowship informed of progress on items that may eventually be contained in the Conference Agenda Report. Although the frequency of publication may change from year to year, it is currently published every other month. The report is distributed to regional and area service committees and Conference participants.

Intent: See intent following Motion No. 9. This motion requires a 2/3 majority vote for adoption.

9. To include the following description of the Conference Agenda Report as an addendum in the *Temporary Working Guide to Our Service Structure*.

**THE CONFERENCE AGENDA REPORT:** The Conference Agenda Report is published ninety days prior to the opening day of the Conference. The report contains the proposals and motions that the Fellowship is being asked to consider and form a Fellowship-wide group conscience on. One copy of the report is mailed to each voting participant of the Conference, each RSR-Alternate, and the mailing address of each region. Additional copies may be purchased by N.A. members from the WSO. The price established for the report may vary from year to year depending on the cost of production.

The Conference Agenda Report includes reports, proposals, and motions from the Conference Committees, the Board of Trustees, the WSO Board of Directors, and the WCC Board, and may include proposals or motions from regions. The reports are written by officers or Chairpersons of the Committees or Boards. The report may include a summary of events leading to the presentation of the proposals that are included. If a Committee or Board is not presenting any



proposals for action by the Conference, no report from that Committee or Board will be included in the Agenda Report.

Intent: Motions No. 8 and No. 9 request that the Conference include descriptions of the Fellowship Report and the Conference Agenda Report in the *Temporary Working Guide to Our Service Structure* in two separate addendums.

In years past, the Conference Agenda Report has sometimes been included in the Fellowship Report, while at other times it has been published separately. This has led many of us to confuse the two publications as being synonymous when, in fact, each publication has a separate and unique purpose. Our intention is to clearly define the purpose of each publication and its usefulness to the Fellowship. This motion requires a 2/3 majority vote for adoption.

19. To amend the *Temporary Working Guide to Our Service Structure* with the following language: Any motion that appears in the Conference Agenda Report shall include a written intent. Additionally, the maker of any motion submitted or committed to a WSC Committee or Board provides the Chairperson of the committee or board with a written intent.

Intent: Our sixth item concerns a motion committed to the Policy Committee during last year's annual Conference suggesting requirements for motions that are included in the Conference Agenda Report. This motion stated: That all items of literature for approval by group conscience submitted to the Fellowship, should have included these items:

1. intent
2. pros
3. cons

This committed motion, as shown above, is the way it appeared in the minutes of the 1987 World Service Conference. Some question arose within the Policy Committee as to the intent of this motion. We decided to review the audio tapes of the Conference to get a better understanding of what this motion was intended to do.

The tapes revealed that there was a substitute motion that stated: That all items submitted in the Conference Agenda Report should include these items:

1. intent (written by the original maker)
2. pros
3. cons

Following the presentation of the substitute motion, the acting Chairperson of the WSC Literature Committee moved to commit both the original and substitute motions to the Policy Committee. The decision of the Policy Committee to present Motion No. 10 stems from three major considerations.

(1) With respect to items of literature that are required to go through a nine-month review and input period, and then a one-year approval period, the Policy Committee sees no benefit in further requiring them to include an intent, pros and cons. On an item of this nature, there should have been ample time for the Fellowship to become familiar with its content, which should satisfy any need for an intent. As for pros and cons, it seemed to make little sense for the Literature Committee to spend three or more years developing a project and then present reasons to the Fellowship why they should or should not accept the material as Conference-approved literature.



(2) With respect to other types of motions included in the Conference Agenda Report, such as motions from a Committee or Board of the Conference, the Policy Committee was concerned with the time needed to develop pros and cons to motions. More importantly, the amount of time that would not be available to complete projects due to the time needed to develop pros and cons. In addition, the Policy Committee felt that the Committees and Boards of the Conference should be diligently working to develop projects, materials and procedures to further our primary purpose, not to debate for the Fellowship the appropriateness of their work.

(3) The most complicated consideration concerns motions or items committed to a Conference Committee or Board. If an item is committed back to a committee or board that had developed it in the first place, then there should be no problem. But, if an item is committed to a committee or board that did not develop it in the first place, then we see some complications. Who does the item belong to? What if the committee or board that now has responsibility for the item decides to change the intent or alter the material? What responsibility does the committee or board to which the item was committed have to the originator of the item?

The Policy Committee feels that once an item is committed to a Conference Committee or Board, that item becomes the responsibility of that committee or board to complete the task, as they have been instructed by the Conference, in whatever fashion they see fit. For a Conference Committee or Board to accomplish this task, they need to have the most comprehensive information concerning both the original intent of the item and the concern of the Conference. To assure this, the Conference should require that any item submitted or committed to a Conference Committee or Board must include the original intent by the maker.

As far as pros and cons are concerned, the Policy Committee feels that the concerns stated in case (2) apply here in case (3) as well. This motion requires a 2/3 majority vote for adoption.

11. Be it resolved: That only RSR's (or their equivalent) be voting participants at the WSC. Non-voting participants (WSC officers, WSC Committee Chairpersons, Trustees, and WSO Chairperson) may make motions or address the Conference.

Intent: Our final motion pertains to a motion that was committed to the Policy Committee during the last annual Conference. The nature of this motion is extremely sensitive; it concerns the voting participants of the WSC. If there were one motion that required in-depth fact finding more than any other, this would be the one.

For many years now there has existed a conflict as to who should be the voting participants of the World Service Conference. Debates over this issue in the past have been heated and emotional on the floor of our annual Conference. The major controversy stems from a difference of opinion in interpreting our Second Tradition, specifically, How is group conscience best expressed at the WSC? and What is the role of the trusted servant?

During last year's Conference, a series of motions was presented to amend the *Temporary Working Guide to Our Service Structure* in such a way that only RSR's or their equivalent would be voting participants of the WSC. The Conference responded by committing the issue to the Policy Committee in the following language: To commit the motion to the Policy Committee, to be put in the '88 WSC Agenda in a proper form.

The motion to commit was very specific. It required the Policy Committee to put this series of motions in a proper form, and then to include this proper form in the '88 Conference Agenda Report. This was not a simple task.

If the Committee is truly to remain neutral it would be impossible for us to defend both sides of the controversy in this Conference Agenda Report. For that reason, we decided to compile any documented material from past Conference minutes, service manuals and works in progress, as well as including individual opinions received on this issue from the Fellowship. We put all this material in a package that is now available (free of charge) from the WSO upon request.

We ask you all to consider this motion carefully, as it has substantial effect throughout the Fellowship as a whole. We ask you to request the package of material we have compiled and to study it thoroughly. Please note that the WSC Policy Committee neither supports nor condemns this motion, we are complying with the Conference's instructions. We are hopeful that our fair presentation of this issue will begin the process of resolution for many years to come.

In accordance with current Conference policy, regions seeking acknowledgment from the Conference are required to submit a letter to the Policy Committee for presentation to the Conference. We have received a letter from a new region forming within the State of California. It is included on the following page for your information.



Randy Farnell, RSR  
Proposed New Region  
of Central California  
P.O. Box 1534  
Ventura, CA 93002

December 11, 1987

World Policy Committee of N.A.  
c/o World Service Office, Inc.  
16155 Wyandotte St.  
Van Nuys, CA 91406

Dear Members of the Committee:

This is to formally announce our intention of asking for recognition as the Central California Region at WSC '88. This new region will include the five following areas: Gold Coast, Central Coast, Santa Barbara, Simi/Agoura/Thousand Oaks and Kern County (see enclosed map). Currently we are representing over 80 groups, and new meetings are starting every month. What follows is a brief statement of our reasons for regionalization and the steps we have taken to date to realize this goal. Further elaboration can be gained by referring to our last letter to you dated October 8, 1987.

As before mentioned, our regionalization effort is designed to: 1. augment us in realizing a more efficient representation at all areas of the service structure, 2. streamline our current service situation by decentralizing the previously cumbersome and overpopulated structure of the Southern California Region by separating the Ventura/Santa Barbara area into three areas, thereby establishing area service committees where no services were being provided, 3. promote better participation in service, 4. minimize the distance hardships between remote sections of Central California who were finding it difficult (often impossible) to participate at the Southern California Regional Committee in Monrovia, 5. better organize ourselves to serve the addict who still suffers.

This regionalization effort has been ongoing for eighteen months, and we have realized some of these goals. We now have more addicts in service in all of the five areas involved, and ASR's from both Kern and Central Coast Areas have been participating regularly where they were not able to before at Monrovia (because we have moved the regional service committee, we have lessened the travel time from nine to three hours). We are currently printing and distributing regional directories, a newsletter and Conference-approved literature to all five areas. A copy of the new directory is enclosed.

In October of 1987, we held regional elections (the results are enclosed) and have been investigating establishing a regional service office. It is our position that what we have done in Central California is in the best interests of N.A. as a whole, as it allows us to function considerably more effectively by the sheer reduction in miles travelled to the Southern California Region. We have found that the energy and time is being well used locally, and that we are better able to coordinate our own tremendous growth. Our request to become a region is based solely on our belief that it is the natural progression of our carrying out our primary purpose.

Thanks for your time and consideration.

Sincerely,

Randy Farnell, RSR

To: The Fellowship

From: Michael Lee, Chairperson  
WSC Literature Committee

The motions which will be introduced by the WSC Literature Committee (WLC) at the 1988 World Service Conference are included below.

Five information pamphlets have been available in approval form during the past Conference year: *Staying Clean on the Outside*; *Hey! What's the Basket for?*; *Am I an Addict?* Newly Revised; *The Group*, Newly Revised; and *Working Step Four in Narcotics Anonymous*.

According to our WSC-approved guidelines, the WSC is supposed to either accept or reject a piece of literature in "approval form." There have been exceptions where the Conference has accepted specific amendments in the adoption or revision of material, but hindsight suggests that this was totally inappropriate action. In fact, the Committee felt strongly enough about the inappropriateness of such action that we decided to make it part of the new proposed guidelines and include a statement about it in this report. For years there has been talk about getting out of the business of revising literature on the floor of the World Service Conference. Hopefully, this will be the year that we learn from past experience.

If you feel an item has major conceptual problems, vote no. If you feel the item is great with absolutely no problems, vote yes. If you feel the item is basically in good shape, but you would like to make some minor comments, changes, recommendations, etc., you may still choose to vote yes and send your comments directly to the World Literature Committee. All input on approved literature is considered when the items come due for the regular five-year revision, as provided for in the literature development process. Do not send changes to approval-form literature with your RSR to the WSC with the understanding that changes can be made to the item prior to approval. If you feel that the changes have to be made before you can vote yes, then you must simply vote no.

The WLC is taking a neutral stand on the adoption or rejection of these five approval-form items. The Committee decided to make no recommendation, positive or negative. The Committee will be presenting the following five motions to approve each of them, as is.

A two-thirds majority vote of all World Service Conference participants is required for an item to become Conference-approved literature.

**12. To approve *Staying Clean on the Outside* (I.P. #23) as is.**

Intent: This new literature item was distributed in April 1987, for a one-year approval period and is scheduled to come to a vote at the 1988 World Service Conference. We are asking the Conference to vote to adopt it as is, without change, for the reasons given above, according to our WSC approved guidelines. A copy of the proposed pamphlet is attached as Addendum 2A at the end of the Conference Agenda Report.



13. To approve *Hey! What's the Basket for?* (I.P. #24) as is.

Intent: This new literature item was distributed in April 1987, for a one-year approval period and is scheduled to come to a vote at the 1988 World Service Conference. We are asking the Conference to vote to adopt as is, without change, for the reasons given above, according to our WSC approved guidelines. A copy of the proposed pamphlet is attached as Addendum 2B at the end of the Conference Agenda Report.

14. To approve *Am I an Addict?*, Newly Revised (I.P. #R-7) as is. Approval of this item will withdraw the existing I.P. No. 7 from the category of Conference-approved literature and replace it with the revised version.

Intent: This revised literature item was distributed in April 1987, for a one-year approval period and is scheduled to come to a vote at the 1988 World Service Conference. We are asking the Conference to vote to adopt as is, without change, for the reasons given above, according to our WSC approved guidelines. Since this is a revision of an existing item of Conference-approved literature (*Am I an Addict?* approved in 1983), passing this motion will withdraw the existing I.P. from the category of Conference-approved literature and replace it with the new version. A copy of the proposed pamphlet is attached as Addendum 2C at the end of the Conference Agenda Report.

15. To approve *The Group*, Newly Revised (I.P. #R-2) as is. Approval of this item will withdraw the existing I.P. No. 2 from the category of Conference-approved literature and replace it with the revised version.

Intent: This revised literature item was distributed in April 1987, for a one-year approval period and is scheduled to come to a vote at the 1988 World Service Conference. We are asking the Conference to vote to adopt as is, without change, for the reasons given above, according to our WSC approved guidelines. Since this is a revision of an existing item of Conference-approved literature (*The Group*, copyright 1976), passing this motion will withdraw the existing I.P. from the category of Conference-approved literature and replace it with the new version. A copy of the proposed pamphlet is attached as Addendum 2D at the end of the Conference Agenda Report.

16. To approve *Working Step Four in Narcotics Anonymous* (I.P. #R-10) as is.

Intent: This revised literature item was distributed in April 1987, for a one-year approval period and is scheduled to come to a vote at the 1988 World Service Conference. We are asking the Conference to vote to adopt as is, without change, for the reasons given above, according to our WSC approved guidelines. The original *Guide to Step Four* has already been withdrawn from the category of Conference-approved literature by previous WSC actions. A copy of the proposed pamphlet is attached as Addendum 2E at the end of the Conference Agenda Report.



## WLC GUIDELINES

As has been reported over the past several months, the revision of the WLC's guidelines has been the primary focus of the Committee's work this year. The work is included as Addendum 2F and will be listed as an Action Item List motion for Conference approval as follows:

17. **To adopt the new World Literature Committee Guidelines (Addendum 2F of the 1988 Conference Agenda Report) affective immediately. The *Temporary Working Guide to Our Service Structure* and the *Handbook for Narcotics Anonymous Literature Committees* will reflect this change as appropriate.**

Intent: The new guidelines include internal guides for the Committee and part of a new literature development process. There is always room for improvement in guidelines; these will, as indicated on our proposed 1988-89 work list, continue to be a work list item for the next year, along with the *Handbook for Narcotics Anonymous Literature Committees*. However, the Committee feels these new guidelines are ready to implement NOW. They include all the input that has been received from all Fellowship sources. The changes address various areas of concern which the Committee and the Fellowship have been discussing over the past year. We believe that the guidelines, as presented here, will solve many of the problems which became apparent from that input and those discussions. Our solutions are summarized in the following paragraphs.

Background: A four page discussion of the history and the problems with the existing Procedural Guidelines appeared in the November 1987 Fellowship Report from the World Literature Committee Chairperson. Also, a copy of the existing Procedural Guidelines can be found in the 1987 editions of the *Temporary Working Guide to Our Service Structure* (pages 53 - 61) and the *Handbook for Narcotics Anonymous Literature Committees*. Some may wish to obtain copies of this material for reference, but the discussion below is intended to summarize the most important conceptual changes involved.

It will take a two-thirds majority vote of all WSC participants to adopt these new guidelines.

In general, the proposed guidelines are organized in an outline format, which makes them much easier to understand. Using the outline format also lays out the committee structure in a more logical manner than the previous narrative style did. Certain portions of the proposed guidelines do describe various parts of the work structure. Many of these narrative sections will likely be used in the further planned revisions of the Handbook.

Section I. Purpose: A new general statement of purpose has been written.

Section II. Composition: The composition of the Committee would change to include 1) an administrative body, which includes the Chairperson, Vice-Chairperson, twelve registered voting members, two non-voting advisory members of the Board of Trustees and one WSO Board of Director member and 2) a working body, which includes general members (regional literature chairpersons and unelected WLC nominees) and other appointees. The intent of the new category of general membership is to provide for a more open committee structure with more members involved in the actual literature work. This reorganization eliminates the present Literature Review Committee.



Section III. Duties and Requirements: Duties and requirements of literature committee members have been slightly upgraded and include more specifics about each position than in previous guides.

Section IV. Nomination and Election Procedures: The procedure for nomination and election of members to the Literature Committee has been strengthened so that nominees, and their regions, will have the necessary information regarding responsibilities and qualifications. A random drawing has been eliminated in favor of direct election of all voting administrative body members by the World Service Conference.

Section V. Voting: This section defines the voting members. A quorum is defined. There is clarification that within working groups and task forces, all participants will have one vote.

Section VI. Means of Completing Work List Projects: This section describes and defines the means of completing work list projects: (a) working groups, (b) task forces, (c) ad-hoc committees, (d) other WSC Committees, (e) literature conferences, (f) regional literature committee assignments, and (g) special workers. The special worker subsection eliminates the option of using a professional writer. The section states that "the therapeutic value of one addict helping another is without parallel" and that "this concept is inherent in the creative development of Narcotics Anonymous literature ... [which] ... in all stages, can only be written by the collective effort of N.A. members and not professional writers." This subsection does provide for "the use of an editor ... only in an advisory capacity to provide recommendations and suggestions ... [to the WLC, which] ... should constantly be careful to maintain strict creative control to ensure that our literature contains only the input of members of our Fellowship."

Section VII. Evaluation Committee: This new committee has been created to improve the work development process and to ensure that all drafts submitted to the World Literature Committee are evaluated and developed appropriately.

Section VIII. The Literature Development Work List: Replacement of the annual priority list with a new work development process, which consists of four lists (A, B, C, D), all published in the Conference Agenda Report, categorizing items in various stages of development as recommended by the evaluation committee and agreed upon by the WLC administrative body. The "A" list would be presented for Conference approval to become the WLC work list for the year. It could consist of no more than one major work (book length) and four pamphlets. The Fellowship would continue to have the option it has always had to add or subtract from this list.

Section IX. Review-Form Literature: Changes in policy include a mandatory minimum review period of twelve months. Review-form literature would be distributed in cycles always beginning in either May or October. The minimum period could be extended as needed, and a revised draft could be submitted for a second review period. The present guidelines provide for a single, optional, nine-month review period under a fixed January to October cycle. The production format will be changed to manuscript style, with no N.A. logo on the cover.

Section X. Approval-Form Literature: The major change is to clarify the appropriate use of approval-form literature.

Section XI. Revision Committee: Provides for a new WLC subcommittee as an appropriate means of completing a work list project when a revision of existing Conference-approved literature is involved.

Section XII. Production: No major change.

Section XIII. Resignation and Removal: No major change.

Section XIV. Meetings of WLC: Meetings are divided into three basic categories, those of the WLC administrative body, working body and other (ad-hoc, task force, etc.)

Section XV. Budget and Funding: To encourage consistent attendance by all registered members, the budget of the World Literature Committee will include funding for travel and lodging expenses of all registered members to meetings of the WLC administrative body. To improve the productivity and effectiveness of the World Literature Committee with the present workload and demands placed upon it, this increased investment of Fellowship resources is necessary. The WSC budget, including the WLC budget, will be published in March.

Flow Chart Attachment: A new flow chart attachment describes the new literature process and will replace the existing chart, Appendix D of the Handbook.

All in all, I am very proud and excited about the work which the Committee did on these guidelines. I hope all members are able to study the proposals carefully and make informed decisions about the group conscience carried by their RSR to WSC 1988.

#### 1988-89 WORK LIST PROPOSAL

As part of the committee's proposed guidelines discussions, and as mentioned earlier in this report, a new plan is proposed for the literature development process. It is described in detail in Sections VII and VIII of the guidelines. Because it replaces the previously known "priority list," it will be presented as a motion.

18. To approve the following as the World Literature Committee's work list for the 1988-89 Conference year:

1. *It Works: How and Why--Steps and Traditions*
2. *WLC Guidelines and Handbook*
3. *Prepare an approval form of the I.P. Questions and Answers about N.A.*



As part of this new concept, the Committee also agreed to publish the following lists of other categories of proposed items, which coincide with the proposed development process:

**'B' List (Items Awaiting Final Development)**

The 'B' List will include revision items as they come up for their regular five-year review and/or as recommended by the evaluation committee. Part of that recommendation will include whether or not input has been received on the scheduled items so that the decisions on making revisions can be more wisely made. (The intent is to defer revisions unless there is substantial input indicating a need.)

**'C' List (Ready for Regional Development)**

*Just For Today* (book)

*Living Clean* (book)

*Unity* (I.P.)

**'D' List (General Development)**

To include all other items in the resource/proposal files

Also, the following three items are expected to be in review form during the 1988-89 Conference year:

Questions and Answers about N.A. (Jan. '88 - Oct. '88)

In Times of Illness (May '88 - May '89, minimum)

For Those in Treatment (May '88 - May '89, minimum)

**BACKGROUND:** Here is last year's (1987-88) work list for comparison purposes:

*It Works: How and Why*

*Questions and Answers about N.A.*

*For Those in Treatment*

Revising the WLC Procedural Guidelines

Revising portions of the Literature Committee Handbook

*In Times of Illness*

*In Loving Service*

*Unity*

*In Loving Service*, a book length work on the spirit of service, is the only item not carried over to the WLC 1988-89 work list, for the following reasons. *In Loving Service* has been referred to the Select Committee for incorporation into the proposed new service manual, *A Guide to Service*. By adopting the proposed motion, the Fellowship would be affirming this action by the Literature Committee and encouraging the development of this work in this way. (See July, September, and November Fellowship Reports for further information.)

In the unlikely event that the proposed WLC guidelines are not approved by the World Service Conference, this motion would still be made, but in the different context of the existing guidelines.

**EASY DOES IT:**

The 1987 World Service Conference directed that the following motion and intent be included as is, as part of the WSC Literature Committee items in the Agenda for WSC 1988. The inclusion of the motion here does not indicate the WLC's agreement or disagreement, but simply complies with last year's WSC action.

19. **Change "Easy Does it" to "Take it Easy" whenever "Easy Does it" appears in N.A. approved literature in new publications and in subsequent changes in existing publications.**

Original intent: As a matter of style "Take it Easy" was used consistently in place of "Easy Does It" in the development of our Basic Text. "Easy Does It," however, remains in several places in our approved literature. We need to be consistent in our use of N.A. terminology in our approved literature. We did input this to the Literature Committee at WSC '87 and were told it would not be dealt with.

**BASIC TEXT SURVEY**

In October 1987, a Basic Text survey was mailed to all registered literature committees. The issue of revising our Basic Text has been discussed since the approval of the very first edition. Revisions have been made each year with few members ever completely satisfied with the changes. The World Literature Committee has, since it was first requested to make changes and edit the book (at the direction of the 1985 WSC), indicated to the Fellowship that there are conceptual problems with the book which are important for the Fellowship to consider and give direction on. Examples of some of these conceptual changes have been included in two different WLC Chairperson's Fellowship Reports and are included again here for your information, as excerpted from those reports:

**TERMINOLOGY:** "clean and sober, addictions, get your house in order, drugs and alcohol, etc."

**TRADITION PROBLEMS:** anonymity breaks in stories, brevity of Chapter Six, etc.

**OTHER PROBLEMS:** "Once an addict, always an addict," is a lie. The explanation of the symbol is not simple. "Our defects can drive us into a corner that we can't get out of clean."

We now have (since its first printing in November) an edited fourth edition of our Basic Text and, based on survey responses, phone calls and correspondence, there is an apparent desire to have still further changes made. The requests and input for changes have taken a variety of shapes and forms. The Committee, during discussions in its December meeting, agreed to present some of the options voiced so far, with the following information to help the Fellowship understand what would be required if the Conference does decide to implement a major rewrite or revision of our Basic Text.

Over the years, the Fellowship has indicated various desires regarding the extent of a possible Basic Text revision. Some of our members believe that entire chapters should be added or deleted. Some feel that the overall reading quality should be improved or that additional grammatical changes should be made.



Others feel that no changes should ever be made to the Basic Text--that it should be left alone as a part of our history and that the desired changes and additions should be implemented in future N.A. literature projects.

The creation and distribution of the Basic Text survey by the WLC was an attempt to get a clearer understanding from the Fellowship. Since then, and with the distribution of the fourth edition, even more input has been received still indicating all of the previously mentioned feelings. The WLC decided in its December meeting to include a portion of that survey here as a question in the Conference Agenda Report.

This will, we hope, emphasize the importance of this question about revisions to our Basic Text and will confirm and formalize the response of the Fellowship regarding this. The inclusion of the survey question in the Conference Agenda Report, along with the Fellowship's consideration of the following information, will better indicate the desires of the entire Fellowship. In order that RSR's come to the WSC prepared to vote on possible motions regarding the Basic Text, it is important that your groups discuss and vote on this matter.

20. The fourth edition of the Basic Text is in print and has been distributed since November, 1987. From this point forward, what revision schedule, if any, should be followed? Please answer by completing A, below.

A. Does the Basic Text need to be revised?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, please complete the following:

A1. Should we continue to have yearly minor revisions?

YES \_\_\_\_\_

NO \_\_\_\_\_

A2. Should there be one major revision at some point in time?

If yes, how soon?

1 yr \_\_\_\_\_

2 yr \_\_\_\_\_

3 yr \_\_\_\_\_

4 yr \_\_\_\_\_

5 yr \_\_\_\_\_

other \_\_\_\_\_

If the Fellowship wants an immediate revision process to begin, the scope of the revision would have to be determined by the Fellowship through the WSC. The range could vary from:

- a. Combine the third edition revised and fourth edition;
- b. Combine the third edition revised and fourth edition plus make other significant conceptual changes;
- c. Major rewrite including above plus adding new chapters and/or deleting stories.

Intent: The intent of the WLC in placing this material in the Agenda Report for Conference action in this form was to present a neutral, unbiased way

for the Fellowship as a whole to express its group conscience on the issues surrounding our Basic Text. It was not meant to prevent accepting the fourth edition Basic Text as is as Conference-approved literature. Likewise, it was not meant to stand in the way of beginning a Fellowship input period, using the third edition revised or fourth edition, some other edition, or a combination of any of the editions, as the base document. Other possibilities exist, of course, such as some combination of the above, or none of the above.

It is important to remember, in considering the above, that a revision of any major work (book length item) would use substantial resources, not only of this Committee but of the Fellowship as a whole. Work of this type would most likely include Fellowship literature conferences and would definitely entail literature committee time for input and review. If the Conference directed the World Literature Committee to begin a revision of the Basic Text as part of the 1988-89 work year, adjustments to the proposed work list as presented in this report would have to be made. Keep in mind that the Twelve Steps and Traditions book (another major work item) is on the proposed work list.

Further information on the Basic Text was published in the November 1987 Fellowship Reports from the Chairpersons of the World Service Conference, WSO Board of Directors, World Service Board of Trustees, and the World Literature Committee. The World Literature Committee also agreed to a statement which was published in the December *Newsline*.

#### NOMINEE FORM

Finally, attached is the WLC's nominee form for the 1988-89 Conference year. We encourage your region to give serious consideration to any person it might nominate. The position of registered member requires a huge sacrifice of personal time and energy as well as a possible financial commitment. Even those nominees not elected for registered membership will still be eligible, if they desire, to become general members. This still requires a strong desire and ability to attend as many meetings as possible and participate in all assigned work, as well as remaining active in regional literature activities. Only those members who you believe have the personal recovery necessary to apply the principles in their service work should be considered for the position. We rely on your knowledge of the members. If you expect your World Service Committees to do the job you want done, then it is imperative that you send us the best people you have.



## WSC LITERATURE COMMITTEE

## NOMINEE FORM 1988

**PLEASE NOTE:** The nominations must be submitted by regional service committees. Nominees must reside in the supporting region. Individuals do not have to be RSR's or RSR-Alternates. Most important is literature committee experience and the time to do the work.

**Qualifications:** (Please be sure your region's nominee is eligible. Only two nominees per region may serve on the WSC Literature Committee as registered members at the same time).

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

Nominee Name \_\_\_\_\_ Phone \_\_\_\_\_

Nominee Address \_\_\_\_\_

Clean Date \_\_\_\_\_ RSC Name \_\_\_\_\_

1. Current N.A. service position(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Previous N.A. service positions (list only those terms completed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Any additional literature committee or related experience (either N.A. or other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If the new proposed WLC guidelines are approved at this Conference and funding is provided for travel and lodging do you think you would be able to attend six to eight WLC meetings? (Due to our workload it could be one per month for six to eight months) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Please add any extra information on the back of this form.*

To: The N.A. Fellowship

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

Thank you for allowing me to have been of service and thank you for all your love, encouragement and assistance.

A decision needs to be made to either continue the ad-hoc committee process for developing our book, *It Works: How and Why*, or to pass it on to the World Literature Committee for the next stage of development which is to organize all the material into a single review-form draft. Therefore, this committee offers the following motion.

21. To dissolve the *It Works: How and Why Part I (the steps) Ad-hoc Committee*.

To help you in making an informed decision, it is important that you be brought up-to-date on what has transpired.

One of the hopes of the proposal that created the ad-hoc committee was to develop and strengthen our area and regional literature committees, emphasizing their important role in the creation and development of our literature. This is because the creative writing of our literature must be done by the members of Narcotics Anonymous. In order to accomplish this writing, our members need 1) as open a forum as possible in which to participate, 2) help and guidance from area and regional literature committees and 3) good overall communication and coordination from all involved service arms. To this end, the results of this ad-hoc process have been extremely encouraging. As of this writing, it has been an awesome and exciting experience to witness the enthusiasm, love and dedication so many of our members, areas and regions have put into this project. If we are to ever have a book on our steps it will take this kind of unified Fellowship action focusing our energies and attention on this single task--all of us working together.

If things keep going as they have been, this experience should peak at the January workshops in San Francisco, Chicago and Miami. Keep reading the *Newsline* and Fellowship Report articles to stay informed.

We did our best to make this a worldwide project, but unfortunately Montreal and Frankfurt had to drop out because of the importance of focusing their efforts on literature translations. Australia rallied with a creative approach and we have received a master list of changes from "down under." In the U.S. we held workshops in Baltimore, Seattle, Kansas City, Dallas, San Francisco, Chicago, and Miami. Because of the openness of this forum, N.A. members recovering anywhere have had the opportunity to participate. We should remember that everyone will get another chance to review, input and improve upon the review form that WLC could have ready as soon as next year.

CURRENT STATUS OF *It Works*

The most frequently asked question is "How's the book coming along?" We will have eight master lists of changes. We will have eight versions of the blue review book and eight versions of the white approval book with only the sentences and paragraphs the Fellowship felt were relevant to each step. This material is well organized so one book will be the end result. All of this has been done through a massive group conscience process. Our members have basically had no problem determining what they want deleted from the book and what they want left in. Many corrections and additions have been made and at this point in time



it appears the Fellowship is very certain and unified behind what they feel belongs in this book.

The final result should be a single review-form draft that the Fellowship should have few problems with since it will be the result of their decisions during the group conscience process. This review-form book will need a lot more original written material on ideas and concepts that pertain to each step because there are gaps in each of the steps where we have little or no material. The step outline should help guide us as a Fellowship to see where we need to do more writing.

#### ANOTHER IMPORTANT DECISION

Another point needs to be brought to everyone's attention. This has to do with some proposals on revising our Basic Text, which could have a dramatic impact on the future of our book *It Works: How and Why*. All members should be made aware that to try and revise our Basic Text and work on *It Works* at the same time would seriously split our resources and weaken either book or both. Whatever we as a Fellowship decide, I share this so that everyone is aware that there will be consequences to whatever choice is made. Literally thousands of our members have been working long and hard on *It Works* this year and I feel we need to keep the momentum going on it.

Whatever happens, it's been impossible not to feel the guiding hand of a Power greater than ourselves involved in this project. Somehow you just know that no matter what, one day we will have this book.

Again, thanks to all of you who have worked so hard over the last few years and this year for bringing our book to its current state of development. No one can say there hasn't been a lot of blood, sweat, tears and especially love put into our book. What this is doing is giving the book a life and an energy of its own uniqueness because it's our experience being shared. *It Works* is definitely our book and well on its way. Still, there will be at least one more time in the future when all of us will need to step out and dig deep to share in writing our experience of working and living the Twelve Steps of Narcotics Anonymous. Whenever the review form comes out we are going to need good, prepared, written material so keep writing, not just for us but for those to come.

For me service is its own reward and this year has been an incredible experience. So many people have touched my life and I could not and would not have made it without you. See you in the rooms.

To: The N.A. Fellowship  
From: Biff Kramer, Chairperson  
WSC P.I. Committee

The following motions will be brought to the floor of the 1988 World Service Conference:

22. To include the "Guide to Writing News Releases" (Addendum 3A) as an appendix in the *Guide to Public Information*.

Intent: We've had requests from many public information subcommittees for samples of news releases. In response to this request, the WSC P.I. Committee has developed a guide to be included in the *Guide to Public Information* that will help area and regional P.I. subcommittees issue news releases when appropriate.

23. To include "P.I. and the Media" (Addendum 3B) as an appendix to the *Guide to Public Information*.

Intent: The section "P.I. and the Media" has been in development for several years now. We are submitting for Conference approval a portion of this material at the present time. The Committee is still working on a sample media interview, but because of the sensitive nature of this material, more in-depth review and solicitation of Fellowship input is necessary before the WSC P.I. Committee can develop a finished product for Conference approval. We are submitting the beginning portion because it contains information which answers many questions about dealing with the media. We feel that this section is more complete and therefore is ready for Conference action.

24. Amend Appendix 7 in the *Guide to P.I.* by including the following after "Sample Letters to Groups and Organizations" and before "Cover Letter for Information Packets:"

- I. When composing your committee's letters, please remember that these sample letters are just that--samples. They may be used just as they are, or they may be modified to meet your committee's needs.
- II. One area of flexibility is the tone of the letter. Some members feel a direct, assertive tone is better than a softer more subtle manner, and vice versa. As long as the message is clear and accurate, either style is acceptable.
- III. The communities you serve may be rural or urban, working class or well to do. The letters presented are generic and can readily be changed to reflect those differences.

Intent: To expand the use of letters in the *Guide to P.I.* and to clarify that these sample letters are just that, sample letters. The WSC P.I. Committee is still working on this section and hopes to bring to the WSC '89 more sample letters and to improve the ones which are already in use.

The following motion was committed to the WSC Public Information Committee at last year's World Service Conference: "To accept the following guidelines as the approval process for public information tools with an immediate



time constraint. This process is for the development and consequent approval of materials when time is of the essence. These materials must be of a public information nature and adhere to the following provisions:

1. The proposing committee must request approval of the project by both the Joint Administrative Committee and the Board of Trustees;
2. The Joint Administrative Committee and the Board of Trustees must concur that the project warrants this special process for development;
3. The project must be developed under the guidance of a special committee composed of:
  - a. The Chair and Vice-Chairperson of the P.I. Committee and the requesting committee
  - b. Two members of the Board of Trustees
  - c. The Chair and Vice-Chairperson of the WSC
  - d. Executive Director of the World Service Office
  - e. Chairperson of the WSO Board of Directors;
4. The Fellowship will be notified of the nature of the project that is being developed;
5. The material will be displayed at the next annual session of the WSC for review and consequent Conference approval for continued use."

The WSC Public Information Committee discussed this motion in Newark, New Jersey and, at that time, saw no need for this motion. Then in Denver, a situation came up where we could use a motion such as this. The WSC P.I. Chairperson, WSC Literature Chairperson, the WSC ~~Policy Chairperson~~, as well as several World Service Office staff members have had several conference calls and feel that we need a motion similar to this with a little more explanation. However, after a joint effort of the chairpersons of the WSC Policy Committee, the WSC Public Information Committee and the WSC Literature Committee, it was agreed that the motion required more work and is not sufficiently evolved to be presented for Conference consideration at this time.

Recommendation One: The WSC Public Information Committee, at WSC '87, was requested to examine the feasibility of a membership survey. The Committee proposes the following as a recommendation of goals for the survey:

#### Goals

To produce a report of statistical data about N.A. that public information committees can use in presentations to the public. These are the goals we wish to compile in the statistical report:

1. WHO
  - a. People of all ages attend N.A. meetings
  - b. Regardless of which drugs you have used N.A. can help
  - c. Minority, handicap, people with different religious beliefs, etc., come to our meetings
  - d. Members of our Fellowship have a wide range of clean time
  - e. Our success ratio (can this be measured?)
2. WHAT
  - a. We have \_\_\_\_\_ members in the N.A. Fellowship
  - b. We have \_\_\_\_\_ meetings

To: The N.A. Fellowship

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

The WSC Additional Needs Ad-Hoc Committee met in July and in October. At the meeting in October, in Denver, the information gathered was examined and evaluated for the first time. The discussions were aimed at making recommendations based upon these preliminary results. There were many approaches explored. The following motion was recommended for inclusion in the Fellowship Agenda Report for 1988. This recommendation 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:

25. That the WSC Additional Needs Ad-Hoc Committee be allowed 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:
  - A. 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;
  - B. To compile and disseminate information to the Fellowship;
  - C. To evaluate and review materials which relate to addicts with additional needs and when appropriate make recommendations on these materials;
  - D. When a need exists, this committee may create draft materials directly related to addicts with additional needs;
  - E. To interface with other WSC Committees and the WSO;
  - F. To act as a centralized contact for any area or regional additional needs committee.

Intent: To provide the Fellowship with a mechanism to continue the work which will better assist addicts with additional needs in receiving the message of recovery in Narcotics Anonymous, and also help N.A. groups to carry the message.



To: The N.A. Fellowship

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

In June, at the Joint Administrative Committee meeting the budget adopted by the Conference for the Committees' work this year was cut to reflect concerns for the overall operation of the WSC. At the time we believed that the work the Select Committee had planned could be modified even though it would slow down our progress and effect our schedule for completion. What we were eventually faced with was less time spent in actual meetings of the committee and some rather difficult subjects confronting our future services which would take a good deal of time to try and resolve. Although this has been the case, we will, in the next few months, have completed substantial work. But there is much more work that needs to be done before asking the Fellowship to approve the Guide.

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. group, area) 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 need to spend a considerable amount of time to review and revise the remaining chapters.

The proposal for restructuring our world services was published (September Fellowship Report) as a general outline and did not describe in detail the proposed plan. This proposal took years of discussion and thought before it was able to be 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 took the better part of the summer to complete and publish. Decisions regarding the actual function and purpose of the proposed World Service elements, the interrelationship of each part, and their duties and responsibilities will have to be made to complete the details of the proposal.

At our November meeting, there were a number of basic questions and issues discussed by the committee that, at this time, remain unresolved or unclear. These questions focus on how our Twelve Traditions relate and apply to our service structure. A clear, common understanding has not yet been achieved, therefore, the Committee has been unable to complete its work. In March, the committee will be meeting again to discuss these issues. These are very basic questions but very important to the completion of our work.

The proposed 1988 WSC budget for the Select Committee will include funding to have five meetings. It will be crucial that the committee focus 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 the full support of the Conference. Therefore, the committee is presenting the following motion

26. That the Select Committee be released from the previously adopted (WSC '87) work schedule, requiring a revised draft by July 1, 1988 and be instructed to issue a draft by July 1, 1989.



To: N.A. Fellowship

From: Jim Wymore, Chairperson  
World Service Office

The principal issue that the WSO has for Fellowship consideration concerns the language in the *Temporary Working Guide to Our Service Structure* that describes the World Service Office.

The section of the *Temporary Working Guide to Our Service Structure* that describes the WSO was written approximately ten years ago. It contains information that is confusing, misleading and incorrect. The WSO Board has wanted to have the whole section replaced. However, the Board had intended to wait patiently until the Select Committee on the Service Structure had completed its work, so that a completely new chapter would be written about the WSO.

It now appears that action to complete the *Guide to Service in N.A.* will not be completed or approved for a few years. Part of the intent for waiting was to avoid amending the *Temporary Working Guide to Our Service Structure* each year, while work continued on *A Guide to Service in Narcotics Anonymous*. Unfortunately, part of the information that needs to be deleted is causing controversy in some parts of the Fellowship.

In order to correct this particular problem, the WSO recommends adoption of the following motion:

27. To delete from the *Temporary Working Guide to Our Service Structure* (1987 edition) the following two paragraphs of the section on the WSO, beginning on page 21, and ending on page 22, including the footnote, and insert the replacement paragraphs below:

Delete the following: "All these functions make it necessary for our World Service Office to be more of a 'business' than a part of the Fellowship. WSO is separate from N.A., but works for N.A. WSO, Inc. functions as a non-profit corporation, with managers, departments, administrators, paid employees, subsidiaries, and the like. The corporation has five (5)\* regular members who act as the Board of Directors of WSO and are its officers: president, vice-president, treasurer, director, and secretary. WSO, Inc. operates under a standard set of corporate bylaws with this amendment: 'The Board of Directors and any additional boards or committees shall be subject to and abide by the Twelve Traditions as stated in the book entitled *Narcotics Anonymous*.'

"Our office is administered by our World Service Board of Directors and acts upon the directives of our World Service Conference. WSO is truly a business: Its raw material is the program, its product is recovery and its function is service.

**\*Note:** The corporation has changed its bylaws and added seven member/directors since this paragraph was adopted by the WSC."

Insert the following as replacement language:

The World Service Office is our Fellowship's main service center and as such is the focal point of our worldwide service activities. To meet our needs as a growing Fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the N.A. Program.

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

The WSO Board of Directors is made up of 12 members who are directly (3) and indirectly (WSC elected pool members) elected at the annual meeting of the WSC by the participants gathered from throughout the Fellowship. The three directors elected annually serve one-year terms, while those members drawn from the pool serve alternating three-year terms. The terms of those members from the pool are rotated so there are always members serving with previous experience.

The Directors of the WSO are responsible for the direct management of the Office: selection of principal workers, establishment and implementation of operational policies and procedures, and supervision of the overall operations. The Office provides a detailed annual report to the Conference in addition to providing periodic reports and studies requested by the Conference. The WSO also serves as the general secretary of the Conference and its committees and boards.

Intent: To replace a description generated ten years ago that does not accurately portray the WSO as part of and subject to the actions of the World Service Conference. The WSO has decided to seek change in order to avoid ongoing misconceptions. This proposal displays the Ninth Tradition relationship of the Office, an Eighth Tradition service center, to the WSC and the Fellowship.



To: The N.A. Fellowship

From: Steve Bice, Chairperson  
World Convention Corporation

Input received during the past year has revealed the need to propose several changes to the existing *Convention Guidelines* as adopted by the Conference. *In an attempt to ensure that the WSC is not asked to adopt language that may be inconsistent, please note that in all cases, except specific references to previously approved literature, WCCNA is replaced by the acronym WCC. (See Motion No. 27)*

The first matter concerns the name of the corporation. This arose as an issue when the office was notified that one of the companies associated with the London convention intended to sue WCC to recover money it lost as a result of the convention. Discussions that followed included the impact that such a suit would have on the public's awareness of N.A. and that such a suit would draw the Narcotics Anonymous name into a public controversy. The fact that the corporation's name included the words "Narcotics Anonymous" was one of the elements involved in the decision making that took place.

Part of the issue involved was determining whether or not it was appropriate for the corporation to become involved in a lawsuit at all. That issue remains unresolved, as the matter was settled without having to engage in legal proceedings. The philosophical issue still needs to be discussed. The practical matter of removing the words "Narcotics Anonymous" from the name of the corporation, however, is a matter that is simple and would have no impact on the corporation except to further distance N.A. from possible public controversy. (Refer to the November 1987 Fellowship Report for additional information pertaining to this matter.)

The second matter that arose during the year concerned the lead time necessary for world convention site selection. The present time schedule has proved to be less than practical. It is necessary to be able to determine the zone and the city in which the convention will be held much longer in advance than the current guidelines provide. This came about as a result of the growth in size of the convention and the different arena of competition for sites that our new size places us in. Because we have grown so large, we now need convention center facilities, and we cannot afford to depend on inexperienced negotiators or compete for sites several years in advance without an improved decision-making process.

As a result of the open meetings held at the WSC workshops in July and October, a solution was evolved. The most logical choice is to have the zone sequence selected by drawing. This would permit the selection of the zones in an almost random schedule for an indefinite cycle.

The second solution would be to assign the corporation board the responsibility to select the actual city and site from among those cities interested and capable within the zone that was being considered. This process would permit all interested and capable cities to be considered on a more equal basis and avoid the problem we experienced this past year of having a site pulled out from under us because of an inflexible procedure. More discussion about the specifics of the proposed drawing will be included in the January Fellowship Report.

Input received during the year resulted in a more thorough evaluation of the large number of states within the first zone. There is a much larger number of potential sites in this zone than in neighboring zones. In the third zone there is an almost equal physical area but the number of potential bid cities is much smaller. In an effort to provide a more equal opportunity for the cities in both zones to be



selected for the world convention, it is proposed to move three entire states from zone one to zone three. This change will not affect the eligibility of cities in the states that are moved from one zone to the other.

A similar evaluation of the eighth and ninth zones was also conducted. In order to clarify selection of future conventions for Europe and Asia, it was desirable to change the description of these zone boundaries.

In 1984, when the *Convention Guidelines* were first proposed, it was decided to include a Hotel Search Fact Sheet because it was a convenient and logical tool. It made the bid committees look realistically at the facilities that were needed and gather actual facts for the decision making. While the format as it currently exists may be generally acceptable for regional conventions it is now insufficient for use by bid committees for the world convention. The requirements for facilities and services needed for a world convention are much more complex and they continue to change. The Convention Corporation proposes that they be authorized to prepare an expanded bid package requirement for this purpose. In order to avoid submitting to the Fellowship a new format each year, the Corporation proposes that the Fellowship assign the responsibility to the WCC Board for making one each year.

The Board has scheduled a workshop for March 1988 to be held concurrent with the WSO workshop on offices and corporations. It is anticipated that a new fact sheet can be developed that will be more flexible and suitable for regional activities. This new fact sheet may be included in the agenda for consideration at the next WSC.

One item in the guidelines continues to cause controversy for the world convention and other conventions as well. This concerns "special interest meetings." In the final draft of the *Convention Guidelines* developed several years ago, some thoughts on this subject were developed. It has become apparent that there is still quite a bit of confusion about this issue within the Fellowship.

The issue of special meetings should be addressed and decided by the Fellowship at large rather than by the indirect reference for conventions currently included in the *Convention Guidelines*. Accordingly, the Corporation proposes to modify this section of the guidelines.

During the year a number of minor inconsistencies or imperfections were found in the language of the Guidelines. These are proposed for correction as a single motion.

If there are any questions concerning these motions contact the Office or any member of the Convention Board.

To change the name of the Convention Corporation, the following motion is submitted:

- 28. That the name "World Convention Corporation for Narcotics Anonymous" be changed to "World Convention Corporation" and that all references to the World Convention Corporation for Narcotics Anonymous be changed to reflect the new name.**

Intent: This measure is being proposed so as to further distance the name Narcotics Anonymous from any potential public controversy that will arise concerning conduct or actions resulting from a world convention.



To better facilitate the selection of the zones and actual site(s) for the world convention the following motion is proposed:

29. To delete from the *Convention Guidelines*, page 49, the section entitled "WCCNA Management," and insert the following replacement:

#### WCC MANAGEMENT

The world convention is an activity of the World Service Conference, under management responsibility of the World Convention Corporation. The convention site is determined by rotation among the established zones and by bids from within a selected zone. The rotation system for hosting zones takes into consideration the need to be able to plan ahead while the bid system allows the Fellowship to have benefit of the best alternative in convention packages.

The sequence of zones to host the world convention will be established at the 1988 World Service Conference. A drawing will be held to establish the zone sequence for the years 1990, 1991, 1992, 1993, and 1994. The sequence of zones established by the 1986, 1987, 1988, and 1989 world conventions will be carried over in the same sequence for the years beginning with 1995. The drawing will be held after the site for the 1989 convention is decided by the Conference.

An exception will be made with the random drawing. The drawing will be altered to limit the selection to a zone outside of the North American Continent for the 1991 convention. This spacing of non-North American sites will probably minimize any possible adverse impact resulting from a smaller than average attendance. Unless subsequently changed by the Conference, the zone selection for years after 1998 will automatically be held in the sequence established above. (See Note One)

The N.A. communities in each selected zone will be given the opportunity to prepare bids for their respective regions to host the convention. Once the zone rotation system has been fully implemented (1990), bids will be due on July first three full years prior to the year for which the bid is offered. Bids to host the convention in 1990 will be due on October first 1988, as would be required under existing policy. Bids to host the convention in 1991 and 1992 will be due on July first, 1989. (See Note One.)

These bids will be submitted to the World Convention Corporation by completing the bid information package described in the section "Bidding to Host a World Convention." The Convention Corporation will investigate each bid package and bid site. The Corporation will make a decision based on evaluation of all factors. The WCC bid selection will be completed by the end of November of the year in which the bid is submitted, and its selection will be published in the January Fellowship Report.

The region selected will then organize a "host committee" of members in the region to accomplish the routine activities associated with the convention. The host committee becomes a subcommittee of the World Convention Corporation and is directly responsible to the Corporation. The World Convention Corporation maintains final authority and responsibility for the management of the world convention. In this manner, the world convention is an activity directly responsible to, and managed by, the N.A. Fellowship through the World Service Conference. All income and expenses are managed by the World Convention Corporation.

The host committee is organized and operates in accordance with the subcommittee outline contained in Part One of these Guidelines. Some slight variances may be allowed to best utilize the host committee. However, the structure of the subcommittee outline will generally remain the same. Each

subcommittee as well as the Executive Committee is directly responsible to the full "host committee" and the Board of Directors of the World Convention Corporation. The WCC Board will work directly with some of the subcommittees on specific matters.

With respect to the Hotels and Hospitality Subcommittee of the "host committee," approval of any contracts will be the responsibility of the World Convention Corporation.

Should the World Service Conference approve expanding the convention interval to every second year or some other less frequent cycle, then the site selected at the World Service Conference 1988 will be the first of the new sequence.

(Note One: The underlined portions are effective for the time period they impact actions described. In order to avoid requiring future editing motions, the underlined portions will become void and will be deleted in the 1990 publication of these Guidelines.)

Intent: The intent of this motion is to improve the site selection process so as to eliminate a growing number of problems. The first problem is that there are only sixteen months between the approval date and the event date. Because of the size and complexity of our convention this short period of time reduces our negotiation ability, as well as the availability of convention centers. Second, our ability to utilize some convention facilities is threatened because N.A. lacks the flexibility to protect reserved facilities from being claimed for use by other organizations. If a host committee submits a bid for the world convention in October, as per our guidelines, another organization can take a second option on those facilities forcing the convention corporation to sign a contract within 72 hours or release those facilities to the other organization. The Corporation does not currently have the authority to sign agreements until after the Conference selects the site. Third, our present guidelines force the bidding site to enter into negotiations with a hotel or convention center. Many bid committees lack sufficient experience for negotiating with municipal convention facilities, housing bureaus, and multiple hotels. This may leave the Fellowship in a disadvantageous position when the site is selected.

The intent of establishing the new site selection guidelines is to provide enough time to negotiate the best contract on behalf of Narcotics Anonymous, wherever the location of the convention. The Fellowship currently selects the sites "blind," based on a statement of need only. This allows for a wide range of allowances in accepting the bids presented, along with significant logistical differences. The intent of this new guideline is to place the accountability and responsibility where it belongs. This policy allows the Fellowship to select the geographical location and the Convention Corporation to pursue the best possible site based on the combined expertise of the Board members.

The zone rotation is a modification of the bid system for specific zones established in prior editions of the *Convention Guidelines*. In order to be fair to zones that have recently hosted a world convention and to those that may not have hosted a world convention, the zone selection sequence will ensure that each zone will host a world convention once in the nine year period, beginning with 1986, when the Convention Corporation first administered the event.

Our experience has taught us that having the convention a great distance from the largest portion of the Fellowship reduces the number of members attending. This has a negative impact on the financial viability of the convention; which will have a major impact on the Convention Corporation's ability to effectively plan for future conventions. Although money is not a motivating reason for having our conventions, avoiding insolvency is desirable. For this reason, the spacing of the Non-North American convention years is important.



This can most equitably and easily be accomplished by the procedure described above.

The intent of establishing a zone sequence is to assure that each zone will indeed host a convention and that each zone will know in which year their regions will need to prepare bid packages. This system provides for equality among all zones. This system further places competition for the bid site within a general area so that differences in bid packages will be less dramatic. It also eliminates the requirement that regions interested in hosting a world convention submit bids each year until their luck catches up. This constant bid development is an unnecessary diversion of energy and resources from our primary purpose.

To make adjustment in the apportionment of potential sites within the first and third zones and along with sites in the eighth and ninth zones, the following motion is presented:

30. That the following changes be made in the WCCNA Geographics section of the *Convention Guidelines*.

1. That the states of Indiana, Michigan, and Ohio be moved into zone three. (See map, WCC Geographics)
2. That Europe, and Western Asia comprise a new zone to be called zone eight. (See map, Zone Eight)
3. That the Western Pacific, Australia, and Eastern Asia comprise zone nine. (See map, Zone Nine)

If the changes above are adopted, then the following changes will be made to the *WSC Convention Guidelines*:

1. Pg. 51, in zone one (Northeastern U.S.), delete Indiana, Michigan, and Ohio.
2. Pg. 51, in zone three (Central Northern U.S.), add in appropriate alphabetical order, Indiana, Michigan and Ohio.
3. Pg. 51, in zone eight (Eurasia), place Europe and Western Asia and change the name to Europe.
4. Pg. 51, in zone nine (Australia), place the Western Pacific, Australia and Eastern Asia.
5. Pg. 54, modify map to accommodate changes in U.S.
6. Pg. 54-a, insert corrected map of zones eight and nine.

Intent: The Board of Directors of the World Convention Corporation is complying with a request in 1987 to review the existing zones to accommodate growth. We believe that the changes reflected above will achieve a better balance in zonal separation.

Because of the rapid change that has taken place in the way that we prepare for the world convention, it is necessary for the Hotel Fact Sheet to be modified to accommodate the concerns of the Convention Corporation today. The information that is required today is considerably different than when the fact

sheet was first developed. It is imperative that the Convention Corporation have the flexibility to seek the information that is necessary to effectively plan for the convention. The Board of Directors of WCC proposes the following change:

31. That the Hotel Fact Sheet on pages 55-57 be moved to the end of Part Two, of the *Convention Guidelines*, following the section on Fund Distribution.

Intent: The existing Hotel Fact Sheet is adequate for the needs of most regional convention committees.

The Convention Corporation will develop a form for its use each year and make it generally available to bidding regions. This will provide the necessary flexibility to make changes in the form as needed. As the convention grows in size the necessity to secure different information will become apparent.

In an attempt to provide a clearer understanding of the issue on special interest meetings at world conventions the WCC proposes the following motion:

32. To delete on page 30, of the *Convention Guidelines*, those portions of the response to question no. 5 that are lined through, as shown below:

5. *What about special interests? To what extent should special meetings or activities be provided at the world convention?*

N.A. world conventions are many things to many people, but most N.A. members would agree that the world convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose--to help the addict who still suffers. ~~With these purposes in mind, the idea of special interest meetings at the world convention is narrow and divisive. Special interest meetings compromise the spirit of unity pervading world conventions and subvert the purpose of these conventions.~~

We believe that N.A. world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. World conventions offer an opportunity for recovering addicts from different backgrounds and lifestyles to learn about each other and, by doing so, break down any remaining barriers between us. The more we know about each other the more we can help each other.

It is recommended, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of N.A. members and be careful to select N.A. speakers who represent a variety of experiences and lifestyles and who carry a message of commonality and unity in recovery.

~~We also recommend and encourage the Program Subcommittees of world conventions to schedule workshops open to all N.A. members which address topics such as sexuality, gender, race, ethnic background, etc., in recovery. These workshops allow us to gain a greater understanding of each other and bring us closer together rather than separating us.~~

If above motion is adopted, the question will read as follows:

What about special interests? To what extent should special meetings or activities be provided at the world convention?

N.A. world conventions are many things to many people, but most N.A. members would agree that the world convention is primarily a celebration of



our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose--to help the addict who still suffers.

We believe that N.A. world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. World conventions offer an opportunity for recovering addicts from different back-grounds and lifestyles to learn about each other and, by doing so, break down any remaining barriers between us. The more we know about each other the more we can help each other.

It is recommended, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of N.A. members and be careful to select N.A. speakers who represent a variety of experiences and lifestyles and who carry a message of commonalty and unity in recovery.

Intent: The intent of this change is to provide a clearer understanding of the position of the WCC on this issue. It is the belief of the Board of Directors that the remaining text more clearly addresses this issue and reflects current practice.

In order to correct minor errors in the *Convention Guidelines*, the following housekeeping corrections are proposed as one motion.

33. Make the following incidental changes to the *Convention Guidelines*:

1. Page 4, under B. No. 3, substitute the words "Convention Information" for the words "Public Information."
2. Page 29, in question No. 4, substitute the words "convention information" for the words "public information."
3. Page 48, No. 3, replace the words "attending WCNA" with "who have attended a WCNA."
4. Page 48, No. 9, delete the word "contract" in the first sentence.
5. Page 50, in the section Financial Management replace the words "...the next convention" with the words "...future world conventions."

Provided that the change in bid procedure outlined previously is adopted by the Conference, it will be necessary to change the existing language in the *Convention Guidelines* on bidding for a world convention.

34. Page 49, in the *Convention Guidelines*, in the section "Bidding to Host a World Convention," delete the paragraphs beginning: "Bids are prepared..." and ending "...next convention will be held." and replace with the following paragraphs:

"Bids are prepared in compliance with the aforementioned requirements. A copy of a report outlining the specifics of all of the facilities being proposed for use is completed and sent along with the bid package. All of the bid materials are then sent to the World Convention Corporation, (WCC) postmarked by the first of July, thirty-five months before the date the convention is to be held. The World Convention Corporation reviews each

**bid to make sure that all of the requirements have been met. (Note: Thirty-five month requirement will not apply to WCNA-19 and WCNA-20.)**

#### WORLD CONVENTION 1989

The Conference will vote to select the site of the 1989 world convention. The procedure followed for the selection of the convention site requires that bids be submitted in accordance with Conference adopted guidelines. Five bids were received by the October 1, 1987 deadline: Sydney, Australia; Miami, Florida; Orlando, Florida; Portland, Oregon; Seattle, Washington. The bids were reviewed and found to be acceptable. Before the Agenda Report was prepared, the Miami, Florida bid was withdrawn at the request of the Florida Region.

On the following pages is information about each of the remaining four bids. Included are letters of need, a summary of essential planning information and a map of the area where each convention site will be located.

Conference participants should be prepared to vote to select the 1989 location from among these sites.

35. To accept and adopt the bid for WCNA-19 to be hosted by the  
\_\_\_\_\_ Region.



## LETTERS OF NEED

From the Australasian Region:

The Australasian Region presents this letter to express why we would like the Nineteenth World Convention of Narcotics Anonymous and to illustrate how we can best serve the Fellowship by hosting the convention.

Due to the physical enormity of the Australasian Region, we feel the need to consolidate to ensure unity and conformity of the Narcotics Anonymous message. We are geographically isolated, and hosting WCNA-19 would provide an opportunity to nurture our connections with the Fellowship worldwide. This distance has restricted our representation at previous world conventions. The Australasian Region is mirroring the rapid growth of Narcotics Anonymous as a whole, so our need for consistent guidance in recovery and in service is of paramount importance. Hence, the experience of members who have come before us, proves essential. A convention of this magnitude would provide access for strength and support to the numerous areas forming in Asia and the South Pacific--an opportunity to reach out. As Sydney has the largest concentration of recovering addicts in the Southern Hemisphere, we believe this to be an ideal location.

The Australasian Region would like to express our gratitude for the unconditional love and support that was so freely given to us by serving the Fellowship. Through this opportunity to serve, we can offer visitors the energy and vitality of the Australian spirit. Our region has a strong commitment to the healthy growth of Narcotics Anonymous, and by sharing our experiences in recovery and in service, we can make a significant contribution. The hope and inspiration that we anticipate from this celebration of recovery would encourage our spiritual growth worldwide and would further assist us all in our primary purpose.

Just as our spiritual foundation has been encouraged by worldwide unity; let us strengthen the ties that bind us by celebrating our experience and hope of recovery together. As stated in our bid Sydney, on behalf of the Australasian Region, has the ability and facilities to host a "true blue" world convention and we extend a warm invitation to all addicts seeking recovery.

ASSESSMENT OF  
SYDNEY, AUSTRALIA BID FOR WCNA-19

The following is an assessment of the bid from the Australasian Region to host WCNA-19.

Committee

The region has the necessary members to formulate a working host committee. Several of these members do have convention experience at the regional level. There are members present in this region who have attended previous world conventions.

Hotels

The bid is based on utilizing three primary and several supplemental facilities. The primary facilities are in the 500+ room category. The supplemental facilities are in the 150+ room range. The primary hotel facilities will possibly handle the workshop requirements, however, it may be necessary to use the Convention Center for workshops. The average single room rate in this bid package is approximately \$66.50 U.S.

Convention Center

See the attached map for convention center proximity to the primary hotel facilities. All hotels are within one and one-quarter mile of the convention facility. The convention center should be large enough to accommodate whatever type of convention program that is required for the number of members attending. If one major banquet is to be held it will have to be held in this facility. The fee schedule for use of this facility is in line with U.S. municipal standards.

Food and Beverage

The prices for coffee are in the range of prices quoted by other major hotels. The price is apparently negotiable based on the event. Meal prices are comparable to prices quoted by other large cities.

Transportation

There is a modern public transportation system that runs through the area of the proposed facilities. The members who attend should have few problems getting to whatever facility is necessary due to the close proximity.

There are several major air carriers that service this city on a fairly regular basis.



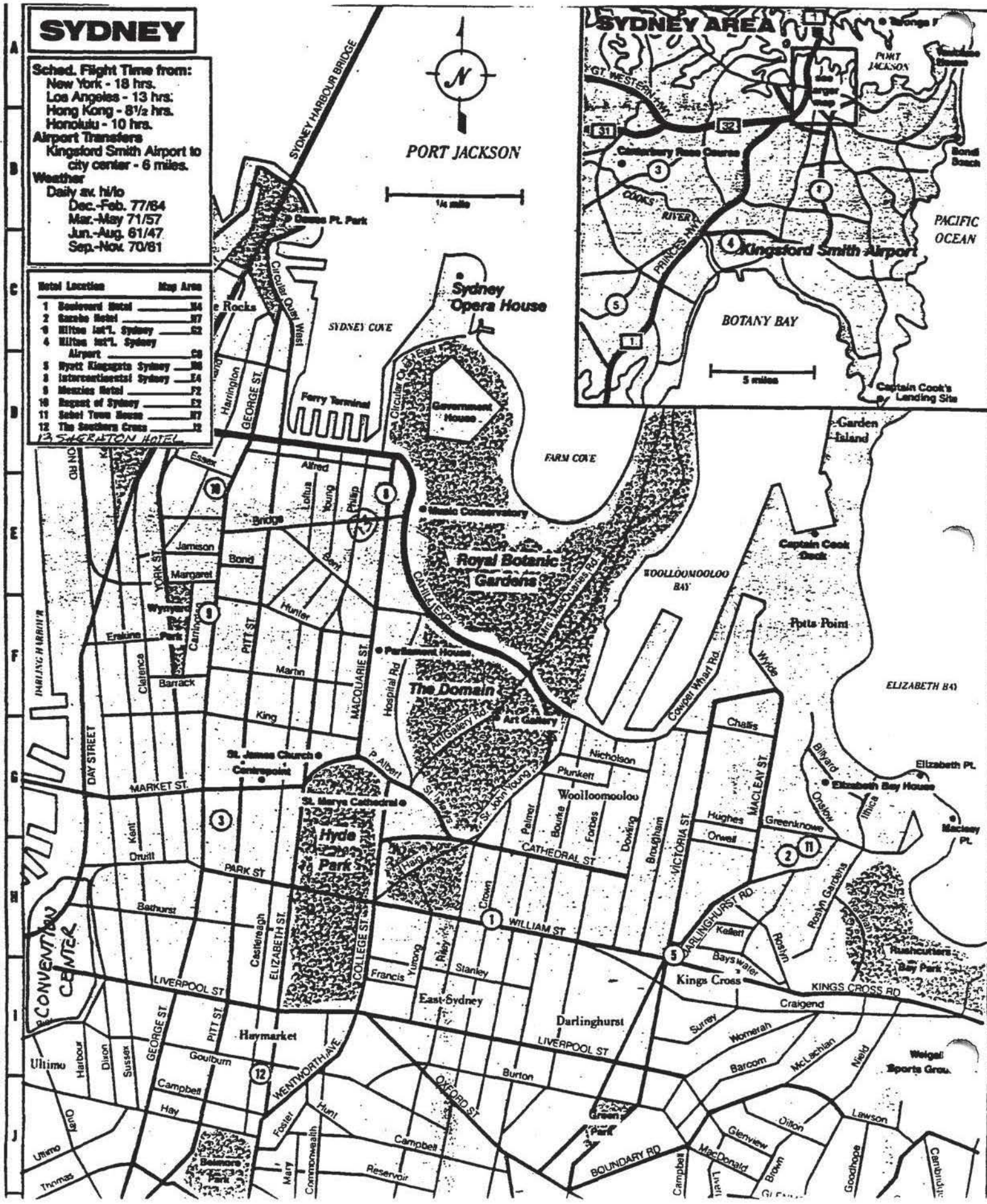
# SYDNEY

Sched. Flight Time from:  
 New York - 18 hrs.  
 Los Angeles - 13 hrs.  
 Hong Kong - 8½ hrs.  
 Honolulu - 10 hrs.

Airport Transfers  
 Kingsford Smith Airport to  
 city center - 6 miles.

Weather  
 Daily av. hi/lo  
 Dec.-Feb. 77/64  
 Mar.-May 71/57  
 Jun.-Aug. 61/47  
 Sep.-Nov. 70/61

Hotel Location	Map Area
1 Boulevard Hotel	34
2 Saxe Hotel	37
3 Hilton Int'l. Sydney	52
4 Hilton Int'l. Sydney	52
5 Airport	59
6 Wyett Kingsgate Sydney	58
7 Intercontinental Sydney	54
8 Mezzies Hotel	72
9 Regent of Sydney	53
10 Sebel Town House	37
11 The Southern Cross	32
12 The Southern Cross	32
13 SHERATON HOTEL	





From the Florida Region:

The Region of Florida respectfully requests the honor of hosting WCNA-19.

As a unified region, our members are strongly motivated by the desire to more successfully carry the message of Narcotics Anonymous to the still-suffering addict. It is for that reason, through the spirit of unity, that we wish to host the world convention in 1989.

As a result of hosting six regional conventions, we have gained a wealth of qualified members with the ability that it would take to successfully handle a world convention. With the support from our members, we feel that the Fellowship as a whole, worldwide, could benefit tremendously from the spirit of unity demonstrated since our beginnings as a region.

With the joy that we have found in bringing our membership together, the strength of a clear N.A. message of recovery, and the convention facilities within our region, we feel that the worldwide Fellowship would be enriched spiritually by celebrating in the recovery that is present in the Florida Region.

We would be proud and grateful to have the opportunity to serve our members as the host for WCNA-19.



ASSESSMENT OF  
ORLANDO, FLORIDA BID FOR WCNA-19

The following is an assessment of the bid from the Florida Region to host WCNA-19.

Committee

The region has the necessary members to formulate a working host committee. Several members of this body do have convention experience at the regional level. Additionally, several members in this region have experience from WCNA-11.

Hotels

The bid is based on utilizing three primary and five supplemental facilities. The primary facilities are in the 750+ room category. The supplemental facilities are in the 250+ room range. The primary hotel facilities will handle most workshop requirements. The average single room rate for this bid package is \$60.00.

Convention Center

All of the proposed hotel facilities are within one mile of the convention center. If single main meetings are to be held, they will have to be held at the convention center.

It is large enough to accommodate whatever type of convention program that is required. If one major banquet is to be held it will have to be held in this facility. The fee schedule for use of this facility is in line with municipal standards.

Food and Beverage

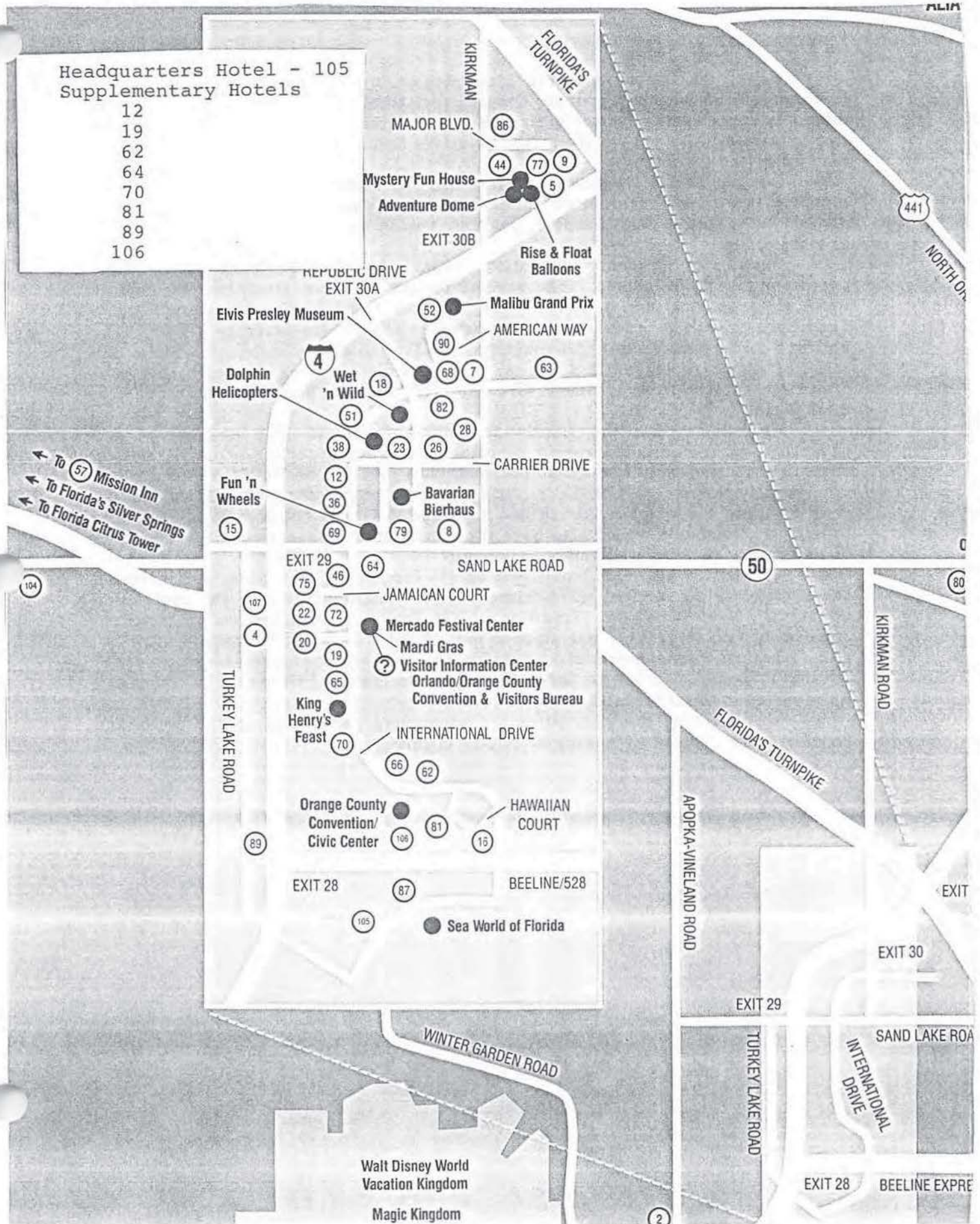
The prices for coffee are in the range of \$15.00 to \$22.00 per gallon. Meal prices are comparable to other large cities.

Transportation

There will be a need to transport members to the convention center from the hotel facilities. It will be necessary for WCC to procure a transportation service to shuttle members between the primary hotels and the convention facility.

Members arriving by plane will have to procure private transportation to get from the airport to the proposed convention site (commercial shuttles, taxi, rental cars, etc.).

Most of the major air carriers service this city on a regular basis.





From the Oregon/S. Idaho Region:

We, of the Oregon/Southern Idaho Region, humbly submit this bid request to host the WCNA-19 in Portland, Oregon, over Labor Day weekend of 1989. Our region is experiencing tremendous growth, developing a keen spiritual awareness and improved unity yet we often find ourselves feeling isolated and detached from the rest of the Fellowship.

Our old Pacific Northwest Region had the distinction of being the first to organize and host a regional convention. Some of those persons who served then are still very active within our region and are, in fact, working with us now in this bid effort.

Our 1986 regional convention, hosted by the Portland Area, drew approximately 2,000 people. The general feeling of those attending was one of unity, both physical and spiritual. The practice of the Twelve Steps and Twelve Traditions prevailed from the opening gavel to the closing Serenity Prayer. The Portland Area grew from approximately sixty-five to eighty meetings weekly as a result of that experience. In 1987, our regional convention was hosted by the Mid-Willamette Valley Area in Salem, Oregon. This year we had slightly over 900 in attendance.

We believe that the worldwide Fellowship would gain by sharing and educating an open-minded region desperately seeking hope and strength to deal with an extensive addiction/crime problem. The presence of WCNA-19 would lend creditability to the O.S.I.R.S.C.'s dedication to assure that no addict seeking recovery need die without having had a chance to find a better way of life. The people in attendance would also have the opportunity to experience the dynamics of our young, growing and active Fellowship.

We seek to host the convention to: (1) facilitate unification and increased cohesiveness in our region; (2) achieve a higher comprehension of the application of our Twelve Steps and Traditions; (3) foster a strong sense of spiritual fulfillment and (4) realize our place as part of the worldwide Fellowship.

Overall, the members of our region and this bid committee are excited and willing to come together to serve the truly worldwide Fellowship of Narcotics Anonymous in hosting a celebration of recovery.

We pray that this committee has adequately communicated the needs and benefits to be derived by having WCNA-19 in this region.

ASSESSMENT OF  
PORTLAND, OREGON BID FOR WCNA-19

The following is an assessment of the bid from the Oregon/Southern Idaho Region to host WCNA-19.

Committee

The region has the necessary members to formulate a working host committee. Several of these members do have convention experience at the regional level.

Hotels

The bid is based on utilizing two primary and one supplemental facility. The primary facilities are in the 500+ room category. The supplemental facility is in the 250+ room range. The primary hotel facilities can handle some of the workshop requirements. There is a possibility that some of the workshops may have to be held in the convention facility. The average single room rate in this bid package is \$59.00.

Convention Center

All of the proposed hotel facilities are within approximately one mile of the convention center. If single main meetings are to be held they will have to be held in the convention center.

It is large enough to accommodate almost any type of convention program that is required. If one major banquet is to be held it can be held in this facility if it's less than 6500 people. The fee schedule for use of this facility is in line with municipal standards.

Food and Beverage

The prices for coffee are in the range of \$10.50 to \$20.00 per gallon. Meal prices are comparable to other large cities.

Transportation

There will be a need to transport members from the hotel facilities to the convention center. The hotel facilities have tentatively agreed to absorb of the shuttle service to and from the convention center. Additionally, there is an efficient public transportation system located within close proximity to all but one of the proposed hotel facilities. This system is reasonably priced and should provide few problems for the members who are staying at two of the primary hotel facilities. Members who stay at some of the supplemental facilities and at one of the primary facilities may be required to walk a few blocks to gain access to this system.

There are several major air carriers that service this city on a regular basis. Some of the proposed hotels have complimentary shuttle service to and from the airport. Members who arrive by plane will be required to procure private transportation to the proposed convention site (commercial shuttles, taxis, rental cars, etc.).



Headquarters

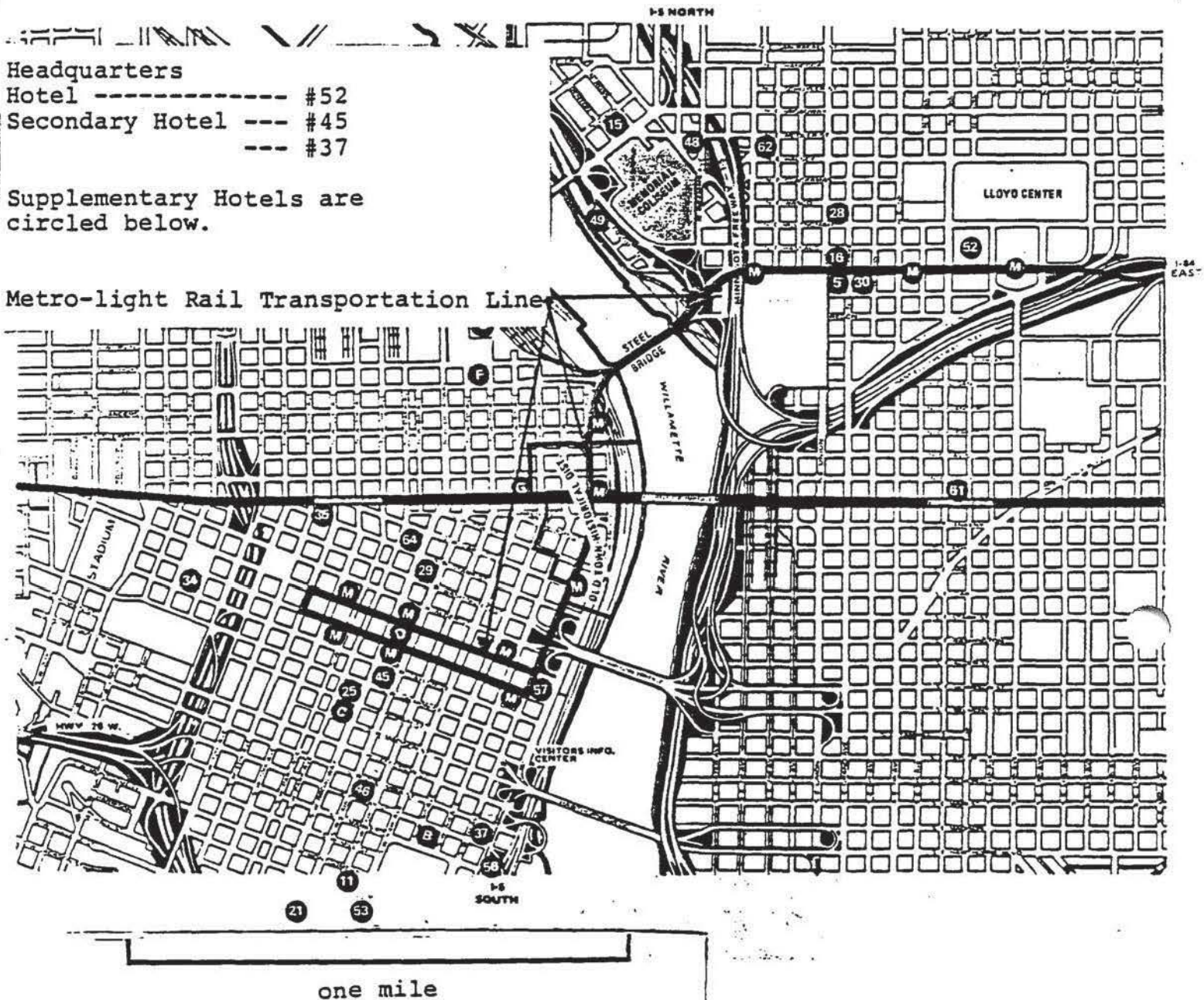
Hotel ----- #52

Secondary Hotel --- #45

--- #37

Supplementary Hotels are  
circled below.

Metro-light Rail Transportation Line



one mile

- 1. ALADDIN MOTOR INN
- 2. AMERICAN MOTOR INN
- 3. BEST WESTERN FLAMINGO MOTEL
- 4. B. W. HALLMARK INN/HILLSBORO
- 5. BEST WESTERN KINGS WAY INN
- 6. BEST WESTERN SHERWOOD INN
- 7. BEST WESTERN SUNNYSIDE INN
- 8. BEST WESTERN TUALATIN INN
- 9. BUDGET HOST VIKING MOTEL
- 10. CABANA MOTEL
- 11. CARAVAN MOTOR HOTEL
- 12. CHUMAREE COMFORTEL
- 13. CITY CENTER MOTEL
- 14. COACHMAN INN
- 15. COLISEUM MOTEL
- 16. COSMOPOLITAN COLISEUM
- 17. CYPRESS INN - CLACKAMAS
- 18. CYPRESS INN - STARK STREET
- 19. DAYS INN
- 20. DELTA INN
- 21. DONN'S SIXTH AVENUE MOTEL
- 22. EMBASSY SUITES HOTEL
- 23. EXECULODGE
- 24. GREENWOOD INN
- 25. THE HEATHMAN HOTEL
- 26. HOLIDAY INN/AIRPORT
- 27. HOLIDAY INN/SOUTH
- 28. HYATT LODGE
- 29. IMPERIAL HOTEL
- 30. IMPERIAL 400 MOTOR INN
- 31. INTERNATIONAL DUNES
- 32. JADE TREE MOTEL
- 33. LAKESHORE MOTOR HOTEL
- 34. MALLORY MOTOR HOTEL
- 35. MARK SPENCER HOTEL
- 36. MARK 205 MOTOR INN
- 37. MARRIOTT HOTEL
- 38. MONARCH MOTOR HOTEL
- 39. NENDEL'S MOTOR INN/AIRPORT
- 40. NENDEL'S INN/BEAVERTON WEST
- 41. NENDEL'S MOTOR INN/CANYON RD.
- 42. NYBERG INN
- 43. OREGON PARKWAY INN
- 44. PONY SOLDIER MOTOR INN
- 45. PORTLAND HILTON HOTEL
- 46. PORTLAND INN
- 47. PORTLAND ROSE MOTEL
- 48. RAMADA INN/COLISEUM
- 49. RED LION/COLISEUM
- 50. RED LION/COLUMBIA RIVER
- 51. RED LION/JANTZEN BEACH
- 52. RED LION/LLOYD CENTER
- 53. RED LION/PORTLAND CENTER
- 54. RED LION INN AT THE QUAY
- 55. THE RESIDENCE INN
- 56. RIVERPLACE ALEXIS HOTEL
- 57. RIVERSIDE INN
- 58. ROSE MANOR MOTEL
- 59. SCANDIA LODGE MOTEL
- 60. SHERATON INN/AIRPORT
- 61. TRAVELODGE PORTLAND
- 62. VISCONTI HOTEL
- 63. WAYSIDE MOTOR INN
- 64. THE WESTIN BENSON
- 65. WOOD VILLAGE MOTOR INN
- 66. 99 MOTEL
- A. MONTGOMERY PARK
- B. CIVIC AUDITORIUM
- C. PERFORMING ARTS CENTER
- D. PIONEER COURTHOUSE SQUARE
- E. UNION STATION
- F. BUS TERMINAL
- G. CHINA GATE
- M. MAX (LIGHT RAIL) STOPS



From the Washington/N. Idaho Region:

We are grateful for the opportunity to submit this bid to have the World Convention of Narcotics Anonymous-19 take place in Seattle, Washington. We have presented previous bids both as the Washington/Northern Idaho Region and as part of the old Pacific Northwest Region. The growth of the Washington/N. Idaho Region has been phenomenal. In just two and a half years since the division of the Pacific Northwest Region into three separate regions, the Washington/N. Idaho Region now has as many meetings as the old Pacific Northwest Region had.

We have strong N.A. recovery in our region. Our members have a high commitment to our Fellowship as demonstrated by the sharing of our experience, strength and hope in our meetings and in all levels of service. Previous conventions held in this region have increased unity by demonstrating to our members that there is indeed recovery beyond their own backyard and having the world convention in Seattle would help us to build on this strong foundation. As our Basic Text states so aptly, "Not only is this life better than the hell we lived, it is better than any life we have ever known." We would be honored to share our gift of recovery with addicts from the rest of the globe.

We are enthusiastic about conventions and are experienced in hosting them, both our two Washington/N. Idaho Regional Conventions and several Pacific Northwest Conventions. These conventions spanned a ten-year period and were enjoyed by thousands of recovering addicts. Members experienced in working on conventions and other activities are assisting in our world bid effort and would look forward to helping host the first world convention in the Pacific Northwest.

Seattle is situated on the scenic Puget Sound between two beautiful mountain ranges and numerous lakes, offering a wide variety of recreational pursuits. One of the nation's largest music and arts fair is held over Labor Day weekend each year a short distance from our brand new convention center. Our famous public market and world-class zoo and aquarium are also nearby. Contrary to popular opinion, the weather is normally outstanding during Labor Day, enhancing your enjoyment of these attractions. Seattle is serviced by Seattle-Tacoma International Airport and our brothers and sisters in Hawaii, Alaska, Japan and Australia would find us easily accessible.

Celebrate your recovery at WCNA-19 by coming to the other Washington, the state, in 1989.



ASSESSMENT OF  
SEATTLE, WASHINGTON BID FOR WCNA-19

The following is an assessment of the bid from the Washington/N. Idaho Region to host WCNA-19.

Committee

The region has the necessary members to formulate a working host committee. Several of these members do have convention experience at the regional level. Additionally, several members in this region have attended world conventions in the past.

Hotels

The bid is based on utilizing one primary and numerous supplemental facilities. The primary facility is in the 700+ room category. The supplemental facilities are in the 100+ room range. The primary hotel facility will handle some of the workshop requirements. The average single room rate in this bid package is \$71.50.

Convention Center

The convention center is located approximately two blocks from the primary hotel facility, and if single main meetings are to be held, then they will have to be at the convention center.

It is large enough to accommodate whatever type of convention program is required. If one major banquet is to be held it will have to be held in this facility. The fee schedule for use of this facility is in line with municipal standards.

Food and Beverage

The prices for coffee are in the range of \$16.00 to \$20.00 per gallon. Meal prices are comparable to other large cities.

Transportation

There will be a need to transport members from the hotel facilities to the convention center. There is a public transportation system that covers the area in which the proposed facilities are located. This system is free during normal operating hours and should provide few problems for the members who are staying at most of the hotel facilities. It will be necessary for WCC to procure transportation for members after standard hours of operation.

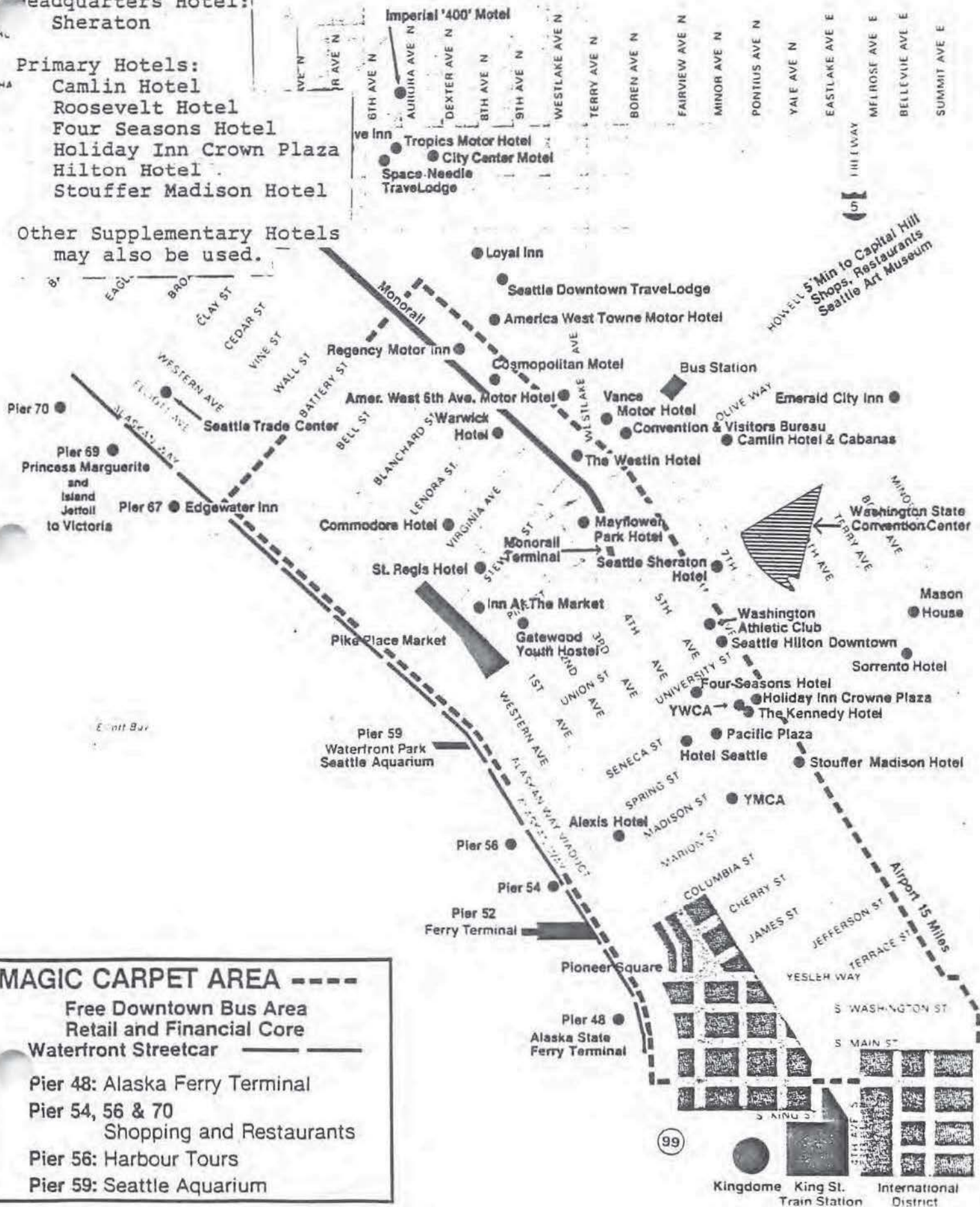
There are several major air carriers that service this city on a regular basis. Members arriving by plane will have to procure transportation to the convention site (commercial shuttles, taxis, rental cars, etc.).

Headquarters Hotel:  
Sheraton

Primary Hotels:

Camlin Hotel  
Roosevelt Hotel  
Four Seasons Hotel  
Holiday Inn Crown Plaza  
Hilton Hotel  
Stouffer Madison Hotel

Other Supplementary Hotels  
may also be used.





MAP OF GEOGRAPHIC ZONES



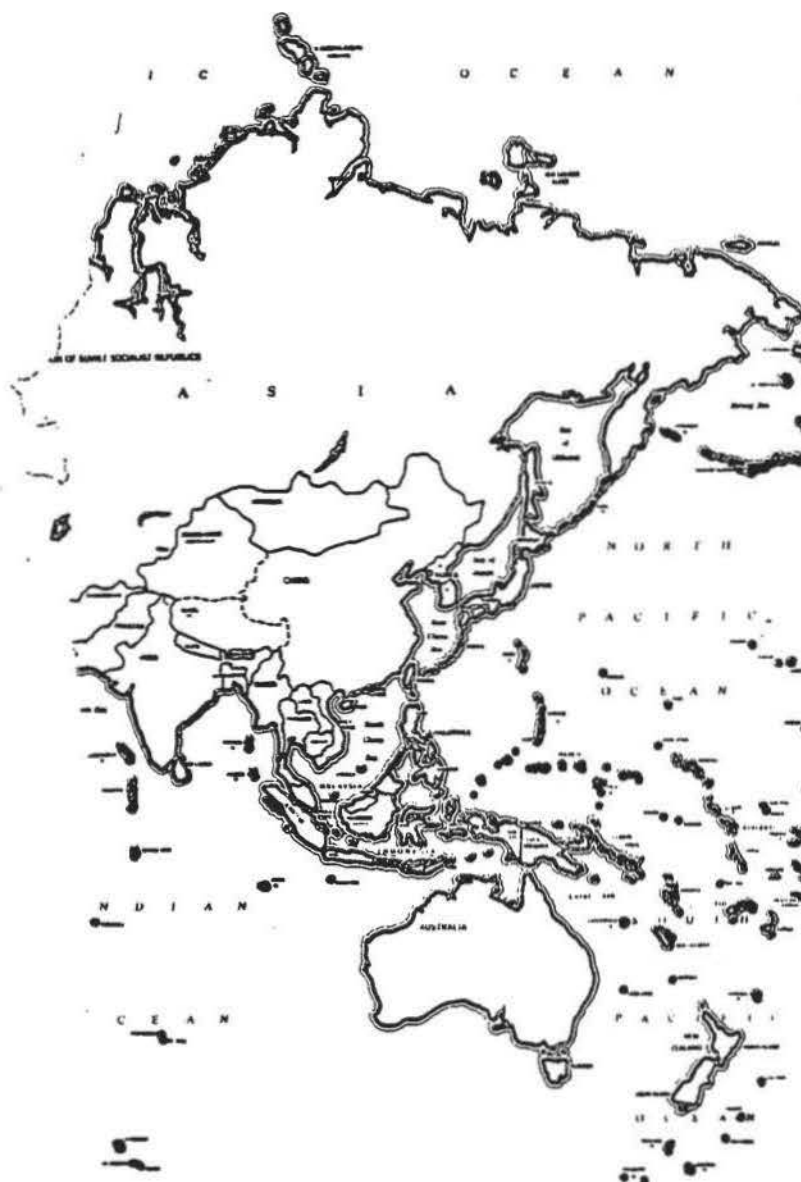
## ZONE EIGHT



Europe and Western Asia



## ZONE NINE



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Western Pacific, Australia, and Eastern Asia

**ACTION ITEM LIST FOR WSC '88 MEETING****FROM THE ADMINISTRATIVE COMMITTEE:**

Yes    No  
[ ]    [ ]    1. Delete from page 42, of the *Temporary Working Guide to Our Service Structure*, (1987 edition) Section Five, "Basic Format of the World Service Conference," and renumber Section Six, "Amendments to the Guidelines," as Section Five.

Yes    No  
[ ]    [ ]    2. A Committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information on a yearly basis by submitting to the WSO a letter of instruction for the change, provided that the letter is adopted by the Committee at a Conference workshop.

Yes    No  
[ ]    [ ]    3. That an additional vice-chairperson position be created as an officer of the Conference. The term of office will be for one year. The duties assigned will be determined by the Chairperson of the Conference. Further, to amend the *Temporary Working Guide to Our Service Structure*, as appropriate, to reflect this action.

Yes    No  
[ ]    [ ]    4. To authorize the WSO to publish the following excerpts (Addendum 1) from the Conference-approved *Treasurer's Handbook*, with slight modification, in the format shown. Additional sets of the forms will be included.

**FROM THE WSC POLICY COMMITTEE:**

Yes    No  
[ ]    [ ]    5. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition) on page 39, second paragraph, by deleting the language describing the WSC Administrative Committee and replacing it with the following language. (*Describe the WSC Administrative Committee.*)

Yes    No  
[ ]    [ ]    6. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition) on page 39, after the description of the Administrative Committee and before the description of the Policy Committee, by inserting the following language. (*JAC Committee membership and meeting schedule.*)



Yes    No  
☐   ☐    7. To amend the *Temporary Working Guide to Our Service Structure* (1987 edition), page 50, second motion listed, carried on 4/30/86, by deleting the language describing the Joint Administrative Committee and adding the following language to the section describing the Joint Administrative Committee presented in Motion No. 6. (*Treasurer to chair J.A.C. when discussing financial affairs*)

Yes    No  
☐   ☐    8. To include the following description as an addendum to the *Temporary Working Guide to Our Service Structure*. (*Description of Fellowship Report*)

Yes    No  
☐   ☐    9. To include the following description of the Conference Agenda Report as an addendum in the *Temporary Working Guide to Our Service Structure*. (*Description of the Conference Agenda Report*)

Yes    No  
☐   ☐    10. To amend the *Temporary Working Guide to Our Service Structure* with the following language: Any motion that appears in the Conference Agenda Report shall include a written intent. Additionally, the maker of any motion submitted or committed to a WSC Committee or Board provides the Chairperson of the committee or board with a written intent.

Yes    No  
☐   ☐    11. Be it resolved: That only RSR's (or their equivalent) be voting participants at the WSC. Non-voting participants (WSC officers, WSC Committee Chairpersons, Trustees, and WSO Chairperson) may make motions or address the Conference.

#### FROM THE WORLD LITERATURE COMMITTEE:

Yes    No  
☐   ☐    12. To approve *Staying Clean on the Outside* (I.P. #23) as is.

Yes    No  
☐   ☐    13. To approve *Hey! What's the Basket for?* (I.P. #24) as is.

Yes    No  
☐   ☐    14. To approve *Am I an Addict?* Newly Revised (I.P. #R-7) as is. Approval of this item will withdraw the existing I.P. No. 7 from the category of Conference-approved literature and replace it with the revised version.

Yes    No  
☐   ☐    15. To approve *The Group*, Newly Revised (I.P. #R-2) as is. Approval of this item will withdraw the existing I.P. No. 2 from the category of Conference-approved literature and replace it with the revised version.

Yes      No  
[ ]      [ ]      16. To approve *Working Step Four in Narcotics Anonymous* (I.P. #R-10) as is.

Yes      No  
[ ]      [ ]      17. To adopt the new World Literature Committee Guidelines (Addendum 2F of the 1988 Conference Agenda Report) effective immediately. The *Temporary Working Guide to Our Service Structure* and the *Handbook for Narcotics Anonymous Literature Committees* will reflect this change as appropriate.

Yes      No  
[ ]      [ ]      18. To approve the following as the World Literature Committee's Work list for the 1988-89 Conference year:

1. *It Works: How and Why--Steps and Traditions*
2. *WLC Guidelines and Handbook*
3. *Prepare an approval form of the I.P. Questions and Answers about N.A.*

Yes      No  
[ ]      [ ]      19. Change "Easy Does It" to "Take It Easy" whenever "Easy Does It" appears in N.A. approved literature in new publications and in subsequent changes in existing publications.

Original intent: As a matter of style "Take it Easy" was used consistently in place of "Easy Does It" in the development of our Basic Text. "Easy Does It," however, remains in several places in our approved literature. We need to be consistent in our use of N.A. terminology in our approved literature. We did input this to the Literature Committee at WSC '87 and were told it would not be dealt with.

Yes      No  
[ ]      [ ]      20. The fourth edition of the Basic Text is in print and has been distributed since November, 1987. From this point forward, what revision schedule, if any, should be followed? Please answer by completing A, below.

A. Does the Basic Text need to be revised?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, please complete the following:

A1. Should we continue to have yearly minor revisions?

YES \_\_\_\_\_

NO \_\_\_\_\_



A2. Should there be one major revision at some point in time?  
If yes, how soon?

1 yr \_\_\_\_\_  
2 yr \_\_\_\_\_  
3 yr \_\_\_\_\_  
4 yr \_\_\_\_\_  
5 yr \_\_\_\_\_

other \_\_\_\_\_

FROM THE IT WORKS AD-HOC COMMITTEE:

Yes    No  
[ ]    [ ]    21. To dissolve the *It Works: How and Why Part I* (the steps) Ad-hoc Committee.

FROM THE WSC PUBLIC INFORMATION COMMITTEE:

Yes    No  
[ ]    [ ]    22. To include the "Guide to Writing News Releases" (Addendum 3A) as an appendix in the *Guide to Public Information*.

Yes    No  
[ ]    [ ]    23. To include "P.I. and the Media" (Addendum 3B) as an appendix to the *Guide to Public Information*.

Yes    No  
[ ]    [ ]    24. Amend Appendix 7 in the *Guide to P.I.* by including the following after "Sample Letters to Groups and Organizations" and before "Cover Letter for Information Packets."

FROM THE ADDITIONAL NEEDS AD-HOC COMMITTEE:

Yes    No  
[ ]    [ ]    25. That the WSC Additional Needs Ad-Hoc Committee be allowed 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 the following. (*Describes duties and functions*)

FROM THE SELECT COMMITTEE:

Yes    No  
[ ]    [ ]    26. That the Select Committee be released from the previously adopted (WSC '87) work schedule, requiring a revised draft by July 1, 1988 and be instructed to issue a draft by July 1, 1989.

## FROM THE WORLD SERVICE OFFICE:

- | <u>Yes</u> | <u>No</u> |   |
|------------|-----------|---|
| [ ]        | [ ]       |   |
| [ ]        | [ ]       | 27. To delete from the <i>Temporary Working Guide to Our Service Structure</i> (1987 edition) the following two paragraphs of the section on the WSO, beginning on page 21, and ending on page 22, including the footnote, and insert the replacement paragraphs below. ( <i>Description of WSO</i> ) |

## FROM WCCNA:

- | <u>Yes</u> | <u>No</u> |   |
|------------|-----------|---|
| [ ]        | [ ]       |   |
| [ ]        | [ ]       | 28. That the name "World Convention Corporation for Narcotics Anonymous" be changed to "World Convention Corporation" and that all references to the World Convention Corporation for Narcotics Anonymous be changed to reflect the new name. |

- | <u>Yes</u> | <u>No</u> |   |
|------------|-----------|---|
| [ ]        | [ ]       |   |
| [ ]        | [ ]       | 29. To delete from the <i>Convention Guidelines</i> , page 49, the section entitled "WCCNA Management," and insert the following replacement. ( <i>Management Responsibility, Zone Selection Procedure, Host Committee Responsibility</i> ) |

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| [ ]        | [ ]       |  |
| [ ]        | [ ]       | 30. That the following changes be made in the WCCNA Geographics section of the <i>Convention Guidelines</i> . ( <i>Moving three states from zone one to zone three and changing description of zones eight and nine.</i> ) |

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| [ ]        | [ ]       |  |
| [ ]        | [ ]       | 31. That the Hotel Fact Sheet on pages 55-57 be moved to the end of Part Two of the <i>Convention Guidelines</i> , following the section on Fund Distribution. |

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| [ ]        | [ ]       |  |
| [ ]        | [ ]       | 32. To delete on page 30, of the <i>Convention Guidelines</i> , those portions of the response to Question No. 5 that are lined through, as shown below. ( <i>Clarification of question on special interests</i> ) |

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| [ ]        | [ ]       |  |
| [ ]        | [ ]       | 33. Make the following incidental changes to the <i>Convention Guidelines</i> . ( <i>Incidental housekeeping corrections</i> ) |

- | <u>Yes</u> | <u>No</u> |  |
|------------|-----------|--|
| [ ]        | [ ]       |  |
| [ ]        | [ ]       | 34. Pg. 49, in the <i>Convention Guidelines</i> , in the section "Bidding to Host a World Convention," delete the paragraphs beginning: "Bids are prepared..." and ending "...next convention will be held." and replace with the following paragraphs. ( <i>July deadline and notification of selected bid site</i> ) |

- | <u>Yes</u> | <u>No</u> |   |
|------------|-----------|---|
| [ ]        | [ ]       |   |
| [ ]        | [ ]       | 35. To accept and adopt the bid for WCNA-19 to be hosted by the _____ Region. |



**MOTIONS FROM REGIONAL SERVICE COMMITTEES**

Several years ago a precedent was set by a Chairperson of the Conference to permit inclusion of motions directly from regional service committees. Because there are no specific Conference-approved guidelines for this procedure, the practice has again occurred. Unfortunately this procedure does not permit your Conference committees the opportunity to study and recommend action on the motions before they are included in the Agenda Report.

The following is input received by the WSC Administrative Committee through RSC's from around the Fellowship. They are included here for informational purposes and will be channelled to the appropriate WSC Committees for consideration. When the Committees report to the Conference, they will discuss the results of their deliberations. The RSR from the region submitting the input may introduce the motion if the Committee does not. Therefore, the input should be considered as possible motions at the upcoming Conference and be included in your discussions along with the rest of this report.

**That upon depletion of the current supply of the fourth edition Basic Texts, as of WSC '88, the printing of the fourth edition Basic Text be halted and that the third edition revised Basic Text be reprinted for distribution by WSO.**

Intent: To stop distribution of the fourth edition Basic Text and to reprint the third edition revised Basic Text. This will insure that the supply of Basic Texts will not be interrupted or cause an undue financial hardship on the WSO by not allowing the sale of the existing inventory on hand at the time of WSC '88.

**That the World Service Conference direct the World Service Office to immediately cease the publication and sale of the fourth edition of our Basic Text, Narcotics Anonymous, and immediately begin publication and sale of the third edition revised of our Basic Text, Narcotics Anonymous.**

Intent: To prevent the sale of unapproved literature by the World Service Office. The editing of our Basic Text and subsequent approval by the Literature Review Committee so far exceeded any reasonable interpretation of the authority granted by the motion to edit the Basic Text passed at the 1985 World Service Conference as to require that the fourth edition be treated as new literature, and as such, be subject to the standard review and approval process.

**That any changes in the book Narcotics Anonymous (The Basic Text) be made only by Fellowship-wide group conscience.**

Intent: To insure that the Fellowship as a whole has the opportunity to review the proposed changes or revisions, and that a loving God as He may express Himself in the group conscience may be heard.

**To amend the Temporary Working Guide to Our Service Structure with the following motion: That members of the World Service Board of Trustees be limited to two five-year terms, and that these terms cannot be consecutive, that there be a five-year period between terms.**

Intent: To insure that the principle of rotating leadership expressed in the Ninth Tradition is adhered to. Two consecutive terms or ten continuous years

allows the trustee position to become an extension of an individual's personality. This will also make it possible for more members to contribute and participate.

**That the WSB members be elected for one five-year term only.**

Intent: Rotating of trusted servants.

**That the Fellowship disband the Select Committee and return responsibility of finalizing the service manual to the WSC Policy Committee.**

Intent: Objectivity in review process.

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

Intent: To limit size and amounts of materials groups must process for group conscience.

**That a non-partisan parliamentarian be hired by the WSC for the Conference proceeding.**

Intent: To hire a parliamentarian without a vested interest in any N.A. proceedings to ensure parliamentary impartiality on WSC operations.

**That stronger boundaries be created between WSC and the WSO.**

Intent: To re-establish the WSC as a separate entity from the business arm, WSO.

**That the WSC create Secretary and Alternate positions for all standing committees, including the Administrative Committee.**

Intent: To separate the WSC from the WSO secretarial services.

**That motions in the WSC Agenda be written in a simple format which is easy to understand, with intent attached.**

Intent: Stop overwhelming N.A. groups with massive amounts of complex materials to be group conscienced.

**That the WSO update the World Directory of N.A. meetings on an annual basis.**

Intent: To make available an international meeting list for addicts.

**That the right of any region to put forth agenda items for WSC consideration remain unconditional.**

Intent: So WSC remains directly responsible to those they serve through the service structure (regions, areas, groups, members).



**That each WSC subcommittee, including Administrative Committee, establish and publish a mailing address separate from WSO.**

Intent: To separate our spiritual Fellowship from a business entity.

**That each region's report at the WSC include a current mailing address.**

Intent: To increase region to region communication.

**That a list of current regional mailing addresses be published and made available to the Fellowship.**

Intent: To increase region to region communication and support.

**That materials generated in WSC subcommittees be distributed to RSC subcommittees upon request.**

Intent: To allow a flow of information to take advantage of a broader base of experience, strength and hope.

**That the WSO make the Fellowship Report available to any member of Narcotics Anonymous by subscription.**

Intent: That any member of the Fellowship who chooses have access to what's happening with the Conference through this report.

## **ADDENDUM 1**

### **GROUP TREASURER'S WORKBOOK**

#### **INTRODUCTION**

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have hotlines and other services which connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely, cared for judiciously, and that a prudent reserve is kept for the following month's expenses. When that has been accomplished, we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the area service committee. In the case of an area service committee, this would mean transferring funds to the regional service committee, and in the case of a regional service committee, it would mean transferring funds to the World Service Conference. If you are not part of an area service committee or a regional service committee at this time, it is suggested that you apply the same principle and forward your funds directly to the WSC.



### GUIDELINES FOR THE GROUP AND ITS TREASURER

We suggest that your group treasurer have a minimum of six (6) months continuous abstinence from all drugs. If this is not possible, then we would suggest that your group try to pick a person who is the best qualified, through his/her experience, to be responsible for the funds of your group. When this is done, try not to abandon the treasurer, remember he/she cannot do it alone.

It is a good idea for the group's treasurer, or whoever empties the basket, to have another member count the collection and initial and date a receipt so that there is a check against error.

Do not borrow funds from the group. Our experience tells us that those treasurers who make this a practice tend not to return the funds and many of them leave the Fellowship.

It is not a good idea to spend the group's funds for anything, without first consulting the group through the regular business meeting.

We suggest that you open a bank account and we strongly recommend that you have more than one signature on your bank account. This is to protect your funds and to help your treasurer be accountable to the Fellowship he/she serves. If it is not feasible to have a bank account, we suggest that the treasurer account regularly to another officer (GSR preferably) in order to be accountable to the group members. It is further suggested that your funds be incorporated with your ASC's funds, thus protecting them while still making them available for your use.

Your group should keep a "prudent reserve." This is an amount approximately equal to one month's group expenses for such things as rent, literature and coffee. Remember our Fifth Tradition, "Each group has but one primary purpose--to carry the message to the addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our primary purpose by hoarding funds.

There should be only one person handling the funds in your group, preferably the treasurer.

It is vital that every treasurer hand over his/her records to his/her successor, in order to preserve much needed continuity and history.

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This is an excerpt of the Treasurer's Handbook as adopted by the World Service Conference in 1985. It contains those parts specifically intended for use by group treasurers. The complete Handbook can be obtained from the World Service Office at the address below.

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P.O. Box 9999  
Van Nuys, CA 91409  
818/780-3951

## PROCEDURES FOR ACCURATE GROUP RECORD KEEPING

Each group with sufficient funds should have its own checking account. If the group chooses not to have a checking account, receipts should be used each time cash is received or paid out. Groups without checking accounts should use money orders for their expenses and donations.

A check register, which may also be used for cash and money orders, should be kept up-to-date at all times. Otherwise, it will become very time consuming. The check register should be reconciled with the bank statement monthly so that a correct balance can be maintained. If the check register is not neat and kept up-to-date, straightening it out will be a very difficult job. When it is kept up-to-date and written neatly, maintaining it will only take a few minutes each month.

I. Filling in the Group Register Form: The following procedure for preparing a check register should be repeated each month.

- A. Beginning balance (Line 1): This will be the beginning balance for the first day of the month. Enter the date and go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.
- B. Procedure for entering checks: When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, the check number and the amount of the check in the "check number" and "amount" columns. Subtract the amount of the check from the previous balance to arrive at the current balance.
- C. Procedure for entering deposits: Enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance and enter the total under "balance."

II. Procedure for reconciling the Group Check Register Form to the Bank statement:

This must be done monthly. When the treasurer receives the bank statement, he/she should reconcile it with the check register as soon as possible. Doing this each month will ensure a correct balance for the account and any mathematical errors will be found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

III. Record keeping without a checking account.

Groups that choose not to use checking accounts may use the same record system and form included in this handbook. The use of money orders for group expenses and donations may be helpful.

IV. Group financial reporting.

The group should receive a financial report at least monthly. This responsibility is too often overlooked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Some of the information contained in this report can be taken from the Group Check Register Form.



# GROUP CHECK REGISTER FORM

NAME OF GROUP \_\_\_\_\_

CHECK REGISTER  
DATES COVERED \_\_\_\_\_

TO \_\_\_\_\_

DATE:	DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE
1	BEGINNING BALANCE				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41	TOTALS				

## GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: \_\_\_\_\_

BALANCE FROM LAST MONTH: \$ \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ G.S.R. \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

### WEEKLY REPORTS

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____	
Income _____		Other Income _____	
Subtotal _____		Total Income _____	
Expenses _____	Debts	Rent _____	
New Balance _____		Literature _____	
		Refreshments _____	
		Total Expenses _____	

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____	
Income _____		Other Income _____	
Subtotal _____		Total Income _____	
Expenses _____	Debts	Rent _____	
New Balance _____		Literature _____	
		Refreshments _____	
		Total Expenses _____	

Date _____			Newcomers _____
Leader/Chairperson _____			Attendance (Total) _____
Old Balance \$ _____	Financial Credits	Collection \$ _____	
Income _____		Other Income _____	
Subtotal _____		Total Income _____	
Expenses _____	Debts	Rent _____	
New Balance _____		Literature _____	
		Refreshments _____	
		Total Expenses _____	



Date \_\_\_\_\_

Newcomers \_\_\_\_\_

Leader/Chairperson \_\_\_\_\_

Attendance (Total) \_\_\_\_\_

Old Balance \$ \_\_\_\_\_

Financial Credits Collection \$ \_\_\_\_\_

Income \_\_\_\_\_

Other Income \_\_\_\_\_

Subtotal \_\_\_\_\_

Total Income \_\_\_\_\_

Expenses \_\_\_\_\_

Debts Rent \_\_\_\_\_

New Balance \_\_\_\_\_

Literature \_\_\_\_\_

Refreshments \_\_\_\_\_

Total Expenses \_\_\_\_\_

Date \_\_\_\_\_

Newcomers \_\_\_\_\_

Leader/Chairperson \_\_\_\_\_

Attendance (Total) \_\_\_\_\_

Old Balance \$ \_\_\_\_\_

Financial Credits Collection \$ \_\_\_\_\_

Income \_\_\_\_\_

Other Income \_\_\_\_\_

Subtotal \_\_\_\_\_

Total Income \_\_\_\_\_

Expenses \_\_\_\_\_

Debts Rent \_\_\_\_\_

New Balance \_\_\_\_\_

Literature \_\_\_\_\_

Refreshments \_\_\_\_\_

Total Expenses \_\_\_\_\_

## MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR G.S.R. REPORT TO THE AREA

BEGINNING BALANCE (Ending Balance from last month): \$ \_\_\_\_\_

## INCOME:

COLLECTION: \$ \_\_\_\_\_

LITERATURE: \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

TOTAL INCOME: + \$ \_\_\_\_\_

## EXPENSES:

RENT \$ \_\_\_\_\_

SUPPLIES \$ \_\_\_\_\_

ASC DONATION \$ \_\_\_\_\_

LITERATURE \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

TOTAL EXPENSES: - \$ \_\_\_\_\_

ENDING BALANCE: \$ \_\_\_\_\_

### Bank Statement Reconciliation Form

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending \_\_\_\_\_

A. **Bank statement balance** ..... \$ \_\_\_\_\_  
(ending balance on your current bank statement)

B. **Deposits "in transit"** ..... \$ \_\_\_\_\_  
(Total of all deposits made which have *not* yet cleared the bank. Those that were *not* included on the bank statement. A checkmark should be made on the Check Register Form by deposits that *have* cleared the bank to aid in locating these each month.)

C. **Add the answers to steps A and B above** ..... \$ \_\_\_\_\_

D. **Checks "outstanding"** ..... \$ \_\_\_\_\_  
(Total of all checks written which have not yet cleared the bank. These will be the checks in the Check Register Form which do not appear on the bank statement. Place a checkmark by checks that cleared this month as in step B above.)

E. **Ending balance** ..... \$ \_\_\_\_\_  
(Subtract D from C above. This should equal the balance in your Register as of the date listed above.)

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.



NOTE: This booklet contains the financial records of a non-profit group. If this has been found, please mail it to the address below. Thank you.

GROUP NAME \_\_\_\_\_ DAY AND TIME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

-----

NOTICE TO TREASURERS: This handbook contains financial records. It is important to complete the forms with ink and not tear pages out of the booklet. It may be necessary to refer to this information at any time during the next several years. This record should be retained in the possession of the current Treasurer, so pass this on to your successors.

Beginning date of information contained  
in this booklet: \_\_\_\_\_

If the Treasurer accepted responsibility at another date, enter the date the Treasurer took  
charge: \_\_\_\_\_

If another Treasurer took charge before the end of the fiscal year, enter the date of the  
change: \_\_\_\_\_

If another Treasurer took charge before the end of the fiscal year, enter the date of the  
change: \_\_\_\_\_

Closing date of information contained in this booklet: \_\_\_\_\_

Amount of money carried forward to the next fiscal year  
handbook: \$ \_\_\_\_\_

avoid. In N.A. meetings we often hear that we must change our old way of living. This means that we don't use drugs, no matter what! We have also found that we cannot afford to frequent bars and clubs or associate with people who use drugs. When we allow ourselves to hang around old acquaintances and places, we are setting ourselves up for relapse. When it comes to the disease of addiction, we are powerless. These people and these places never helped us stay clean before. It would be foolish to think things will be different now.

For an addict, there is no substitute for the fellowship of others actively engaged in recovery. It is important to give ourselves a break and give our recovery a chance. There are many new friends waiting for us in Narcotics Anonymous and a new world of experiences lies ahead.

Some of us had to adjust our expectations of a completely different world once we were released. Narcotics Anonymous cannot miraculously change the world around us. It does offer us hope, freedom, and a way to live differently in the world by changing ourselves. We may find some situations which are no different than before but, through the Program of Narcotics Anonymous, we can change the way we respond to them. Changing ourselves does change our lives.

We want you to know that you are welcome in Narcotics Anonymous. N.A. has helped hundreds of thousands of addicts to live clean, to accept life on its own terms, and to develop a life that is truly worth living.

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I. P. No. 23

## NARCOTICS ANONYMOUS



Staying  
Clean  
on the  
Outside

World Service Conference  
Literature Committee  
Approval Literature  
for WSC '88



Many of us first heard the Narcotics Anonymous message of recovery while in a hospital or institution of some kind. Transition from such places to the outside world is not easy under any circumstances. This is especially true when we are challenged with the changes which recovery brings. For many of us, early recovery was difficult. Facing the prospect of life without drugs can be very frightening. But those of us who made it through the early days found a life worth living. This pamphlet is offered as a message of hope to those now in a hospital or institution that you too can recover and live freely. Many of us have been where you are today. We have tried other ways and many of us relapsed, some never to have another chance at recovery. We have written this pamphlet to share with you what we have found that works.

If you are able to go to meetings while you are in a hospital or institution, you can start developing good habits now. Come early and stay late at the meetings. Start as soon as possible to establish contacts with recovering addicts. If there are N.A. members from other groups attending your meetings, ask for their phone numbers and use them. Using these phone numbers will feel strange at first—even silly. But, given that isolation is at the core of the disease of addiction, that first phone call is a big stride forward. It isn't necessary to wait for a major problem to develop before calling someone in N.A. Most members are more than willing to help in any way they can. This is also a good time to arrange for an N.A. member to meet you upon your release. If you already know some of the people you will be seeing at meetings when you are released, it will help you feel a part of the N.A. Fellowship. We cannot afford to be or feel alienated.

Staying clean on the outside means taking action. When you get out, go to a meeting the first day of your release. It is important to establish the habit of regular attendance. The confusion and excitement of "just getting out"

has lulled some of us into thinking of taking a vacation from our responsibilities before settling down to the business of day-to-day living. This kind of rationalization has led many of us back to using. Addiction is a disease which takes no time off in its progression. If it is not arrested, it only becomes worse. What we do for our recovery today does not ensure our recovery tomorrow. It is a mistake to assume that the good intention of getting around to N.A. after a while will be sufficient. We must back up our intentions with action, the earlier the better.

If you will be living in a different town after your release, ask the N.A. members for a meeting list and the N.A. helpline number for your new area. They will be able to help you get in touch with N.A. groups and members where you will be living. You can also get information about meetings all over the world by writing to:

Group Services Department  
World Service Office  
P.O. Box 9999  
Van Nuys, CA 91409

Sponsorship is a vital part of the N.A. Program of recovery. It is one of the main channels through which newcomers can take advantage of the experience of N.A. members who are living the program. Sponsors can combine genuine concern for our well-being, and a shared experience of addiction, with solid knowledge of recovery in N.A. We have found it works best to find a sponsor of your own sex. Choose a sponsor, even a temporary sponsor, as soon as possible. A sponsor helps you work through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. A sponsor can also introduce you to other N.A. members, take you to meetings, and help you to get more comfortable in recovery. Our pamphlet, *Sponsorship*, contains additional information on the subject.

If we are to receive the benefits of the N.A. Program, we must work the Twelve Steps. Along with regular meeting attendance, the steps are

basic to our program of recovery from addiction. We have found that working the steps in order, and continuously reworking them, keeps us from relapsing into active addiction and the misery that it brings.

There is a variety of N.A. recovery literature available. The Little White Booklet and our Basic Text, *Narcotics Anonymous*, contain principles of recovery in our Fellowship. Familiarize yourself with the program through our literature. Reading about recovery is a very important part of our program, especially when a meeting or another N.A. member might not be available. Many of us have found that reading N.A. literature on a daily basis has helped us maintain a positive attitude and has kept our focus on recovery.

When you begin going to meetings, get involved with the groups you attend. Emptying ashtrays, helping set up, making coffee, cleaning up after the meeting—all these tasks need to be done for the group to function. Let people know you are willing to help and become a part of your group. Taking on such responsibilities is a necessary part of recovery and helps to counteract the feelings of alienation that can creep up on us. Such commitments, however small they may appear, may help ensure attendance at meetings when the *desire* to attend lags behind the *need* to attend.

It is never too early to establish a personal program of daily action. Taking daily action is our way of taking responsibility for our recovery. Instead of picking up that first drug, we do the following:

- ★ Don't use, no matter what
- ★ Go to an N.A. meeting
- ★ Ask your Higher Power to keep you clean today
- ★ Call your sponsor
- ★ Read N.A. literature
- ★ Talk to other recovering addicts
- ★ Work the Twelve Steps of Narcotics Anonymous

We've discussed some of the things to do to stay clean; we should also discuss some things to

spiritual growth. To give is to receive and the more we give, the more we get back—spiritually, mentally and physically. This is true for the group as well as the individual.

We contribute to N.A. services at an area level too. An area service committee (ASC) works for our primary purpose in ways that an individual group can't. Group contributions are vital to an ASC to pay for meeting lists, public announcements, mailings, helplines, literature for members in hospitals or institutions, copying expenses and literature for public information. The spirit of our Seventh Tradition is also carried on in our regional and world services.

In order to truly carry out our primary purpose, our groups must behave in a financially responsible way so that we can contribute to the N.A. message being carried at every service level, in every country, to every addict seeking recovery.

It costs money to keep our meetings and our services open and operating. We don't accept outside contributions. If we don't pull together to keep Narcotics Anonymous alive and working, nobody else will do it for us. And we wouldn't have it any other way. Each of us needs to do our part to support the Fellowship that supports our recovery. Each of us needs to do what we can to ensure that no one like ourselves seeking recovery need die without having had the chance to find a better way of life. We need to do that because personal recovery—ours and our fellow addicts'—depends on N.A. unity. And N.A. cannot remain united without the cooperation of individual N.A. members—us. Ultimately, passing the basket becomes an expression of Narcotics Anonymous unity. As our First Tradition tells us, "Our common welfare should come first. Personal recovery depends on N.A. unity."



I.P. No. 24

## NARCOTICS ANONYMOUS

**"HEY!  
WHAT'S THE  
BASKET FOR?"**

World Service Conference  
Literature Committee  
Approval Literature  
for WSC '88

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P.O. Box 9999, Van Nuys, California U.S.A.

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4/87



## "HEY! WHAT'S THE BASKET FOR?" The N.A. Principle of Self Support

### A Member Asks...

We have all been told that membership in Narcotics Anonymous costs nothing. "So what's the basket for?" Someone explains, "N.A. groups are self-supporting, declining outside contributions. This makes sure we are free to seek recovery our way instead of someone else's. Before we got clean we took, and took, and took. In N.A. we learn about self support and become responsible for ourselves and our Fellowship."

\*\*\*\*\*

### Why Self Support?

Self support is an important part of the N.A. way of life. While using, many of us found ourselves overly dependent on others. Our families, friends, employers, welfare agencies, hospitals, and jails took responsibility for us when we could not be responsible for ourselves. Our only responsibility was to our addiction. It seemed that wherever we went we were a burden on others. We paid for our dependence in a variety of ways. We could never be entirely free as long as that dependence existed. Our lives were not our own. Our self-centered lifestyle of dependency robbed us of all self-respect. It was a very degrading way to live. One way we start to recover from this degradation is by applying the N.A. principle of self support: We pay our own way. Self support helps restore our personal dignity and freedom. And it does the same for N.A. groups.

Many groups have something like this written into their meeting formats: "Our Seventh Tradition states that every N.A. group ought to be fully self-supporting, declining outside contributions. The money collected in the basket pays for rent, literature and refreshments. It also

*helps carry the message of N.A. recovery in our area and around the world. When we need help, N.A. groups and services are there. The way that we financially support these services is by putting money in the basket."*

N.A. services have helped all of us. Many of us first heard of Narcotics Anonymous in a hospital or institution when members brought literature and shared their stories with us. Others heard about N.A. through a T.V. or radio announcement. We called a helpline to get directions to our first N.A. meeting. The literature in hospitals and institutions, the T.V. announcements and phonelines are the N.A. services we're talking about here. If those services had not been there, many of us would not have found our way to recovery. N.A. services helped all of us find a new life.

When we got to that first N.A. meeting we sat down and talked with other people just like ourselves. For the first time we were not alone. Others had been as troubled and confused as we were. We heard other addicts share their experiences with addiction and with recovery. Their shared experiences gave us hope that the nightmare we were living could finally end. And as we kept coming back, we got help from others in living and staying clean. We found out that there was life after drugs. We took home pamphlets, books and magazines written and produced by our own Fellowship and bought by our N.A. group. That literature gave us access to the best of N.A. recovery in print. We got phone numbers of other members at meetings. We used those contacts every day to stay clean and sane. All in all, the N.A. meeting gave us the support we needed for a new life.

N.A. membership gave us back our lives. And though the only requirement for N.A. membership is a desire to stop using, many privileges come with it. With privileges come responsibilities. One of the greatest of these is the privilege and the responsibility of paying our own way—to help N.A. be self-supporting. In active addiction we were always dependent on

others. In recovery we begin to support ourselves, and we support the group that supports us. In doing that we help maintain our new found dignity and freedom.

We also have the privilege of being able to reach out to others with the same help that was offered us. The literature brought into hospitals and institutions, the radio and T.V. announcements, the phonelines, the writing and producing of recovery materials, and the meeting itself—they all cost money. By allowing us to support N.A. groups and services, the basket gives us the chance to reach out further than our own two hands could reach alone. We welcome that opportunity—the chance to give back a little of what was so freely given to us.

The basket represents the paradox of N.A. recovery—in giving to others we help ourselves. Putting money in the basket is our privilege and our responsibility.

\*\*\*\*\*

### How does the basket work?

From the money members put into the basket, the group pays its meeting expenses: N.A. pamphlets and books, recovery tokens, refreshments and rent. When the group is financially sound enough to meet its monthly expenses and establish a one month prudent reserve, it passes the excess group donations on.

A group should not hold onto large amounts of money. When we do so, we compromise our spiritual principles letting *money, property and prestige divert us from our primary purpose*. This works against the spiritual focus of our program and certainly does not help us in creating an atmosphere of recovery. It is important for us to understand the spiritual principles on which all of our Twelve Steps and Twelve Traditions are based. When we sincerely try to practice these principles, we find that giving is not only a privilege, it helps us immensely in our recovery and our

not as important as why we used them and what they did to us.

When we first read these questions, it was frightening for us to think we might be addicts. Some of us tried to dismiss these thoughts by saying:

"Oh, those questions don't make sense,"

Or

"I'm different. I know I take drugs, but I'm not an addict. I have real emotional/family/job problems."

Or

"I'm just having a tough time getting it together right now."

Or

"I'll be able to stop when I find the right person/get the right job, etc.!"

If you are an addict you must first admit that you have a problem with drugs before any progress can be made toward recovery. These questions, when honestly approached, may help to show you how using drugs has made your life unmanageable. Addiction is a disease which, without recovery, ends in jails, institutions and death. Many of us came to Narcotics Anonymous because drugs had stopped doing what we needed them to do. Addiction takes our pride, self-esteem, family, loved ones, and even our desire to live. If you have not reached this point in your addiction, you don't have to. We have found that our own private hell was within us. If you want help, you can find it in the Fellowship of Narcotics Anonymous.

"We were searching for an answer when we reached out and found Narcotics Anonymous. We came to our first N.A. meeting in defeat and didn't know what to expect. After sitting in a

meeting, or several meetings, we began to feel that people cared and were willing to help. Although our minds told us we would never make it, the people in the Fellowship gave us hope by insisting that we could recover. Surrounded by fellow addicts, we realized that we were not alone anymore. Recovery is what happens in our meetings. Our lives are at stake. We found that by putting recovery first, the program works. We faced three disturbing realizations:

1. We are powerless over addiction and our lives are unmanageable;
2. Although we are not responsible for our disease, we are responsible for our recovery;
3. We can no longer blame people, places and things for our addiction. We must face our problems and our feelings.

The ultimate weapon for recovery is the recovering addict."

(Narcotics Anonymous, 4th Edition, 1987, p. 15, Van Nuys, CA: World Service Office, Inc.)

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I.P. No. R-7



**NARCOTICS  
ANONYMOUS**

**Am I an Addict?**  
Newly Revised

World Service Conference  
Literature Committee  
Approval Literature  
for WSC '88



## AM I AN ADDICT?

*Only you can answer this question.*

This may not be an easy thing to do. All through our usage, we told ourselves, "I can handle it." Even if this was true in the beginning, it is not so now. The drugs handled us. We lived to use and used to live. Very simply, an addict is a person whose life is controlled by drugs.

Perhaps you admit you have a problem with drugs, but you don't consider yourself an addict. All of us have preconceived ideas about what an addict is. There is nothing shameful about being an addict once you begin to take positive action. If you can identify with our problems, you may be able to identify with our solution. The following questions were written by recovering addicts in Narcotics Anonymous. If you have doubts about whether or not you're an addict, take a few moments to read the questions below and answer them as honestly as you can.

1. Do you ever use alone? Yes ☐ No ☐
2. Have you ever substituted one drug for another, thinking that one particular drug was the problem? Yes ☐ No ☐
3. Have you ever manipulated or lied to a doctor to obtain prescription drugs? Yes ☐ No ☐
4. Have you ever stolen drugs or stolen to obtain drugs? Yes ☐ No ☐
5. Do you regularly use a drug when you wake up or when you go to bed? Yes ☐ No ☐
6. Have you ever taken one drug to overcome the effects of another? Yes ☐ No ☐

7. Do you avoid people or places that do not approve of you using drugs? Yes ☐ No ☐
8. Have you ever used a drug without knowing what it was or what it would do to you? Yes ☐ No ☐
9. Has your job or school performance ever suffered from the effects of your drug use? Yes ☐ No ☐
10. Have you ever been arrested as a result of using drugs? Yes ☐ No ☐
11. Have you ever lied about what or how much you use? Yes ☐ No ☐
12. Do you put the purchase of drugs ahead of your financial responsibilities? Yes ☐ No ☐
13. Have you ever tried to stop or control your using? Yes ☐ No ☐
14. Have you ever been in a jail, hospital or drug rehabilitation center because of your using? Yes ☐ No ☐
15. Does using interfere with your sleeping or eating? Yes ☐ No ☐
16. Does the thought of running out of drugs terrify you? Yes ☐ No ☐
17. Do you feel it is impossible for you to live without drugs? Yes ☐ No ☐
18. Do you ever question your own sanity? Yes ☐ No ☐
19. Is your drug use making life at home unhappy? Yes ☐ No ☐

20. Have you ever thought you couldn't fit in or have a good time without drugs? Yes ☐ No ☐
21. Have you ever felt defensive, guilty or ashamed about your using? Yes ☐ No ☐
22. Do you think a lot about drugs? Yes ☐ No ☐
23. Have you had irrational or indefinable fears? Yes ☐ No ☐
24. Has using affected your sexual relationships? Yes ☐ No ☐
25. Have you ever taken drugs you didn't prefer? Yes ☐ No ☐
26. Have you ever used drugs because of emotional pain or stress? Yes ☐ No ☐
27. Have you ever overdosed on any drugs? Yes ☐ No ☐
28. Do you continue to use despite negative consequences? Yes ☐ No ☐
29. Do you think you might have a drug problem? Yes ☐ No ☐

"Am I an addict?" This is a question only you can answer. We found that we all answered different numbers of these questions "yes." The actual number of "yes" responses wasn't as important as how we felt inside and how addiction had affected our lives.

Some of these questions don't even mention drugs. This is because addiction is an insidious disease that affects all areas of our lives—even those areas which seem at first to have little to do with drugs. The different drugs we used were



I.P. No. R-2

# NARCOTICS ANONYMOUS.™

## The Group

Newly Revised

World Service Conference  
Literature Committee  
Approval Literature  
for WSC '88



# THE GROUP

Our Gratitude Speaks...  
When We Care and  
When We Share  
with Others the N.A. Way

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## GROUP DEFINITION AND PURPOSE

A Narcotics Anonymous group is any meeting of two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous groups are bound by the principles of the Twelve Steps and Twelve Traditions of N.A. Each group has but one primary purpose—to carry the message of recovery to the addict who still suffers.

It is important to remember our primary purpose so that addicts who come to their first meeting can relate and identify with others at the meeting. One responsibility of the group is to provide an atmosphere of recovery for the newcomer who has a desire to stop using as well as existing members. We want to make the newcomer feel welcome. We can all remember how frightened and apprehensive we were when we first came to N.A. We welcomed that initial smile and learned a simple loving hug could make all the difference in the world when we felt alone. We needed to find others like ourselves who had been through what we had and would understand our feelings and experiences. From the very start we found that any addict could stay clean by following the example of others who were clean and living the N.A. Program.

The group is the most powerful vehicle of carrying the message of hope and the promise of freedom from active addiction. Any addict can stop using, lose the desire to use, and find a new and better way to live. In meetings we hear other addicts share their

experience, strength and hope in order to stay clean themselves and help others to stay clean. We have found that the therapeutic value of one addict helping another is without parallel.

It has been our experience that when we attend meetings regularly the feelings that used to haunt us start to leave. They are replaced by feelings of hope, joy and gratitude for the new way of life we have found through Narcotics Anonymous. And most importantly, those who keep coming to our meetings regularly stay clean.

## HOME GROUP

Choosing and supporting a home group is an important part of recovery. A home group is a meeting where you are comfortable and one you will attend regularly. We call this our home group because it suggests a place where we fit in and belong. Having a home group allows us to have an anchor each week where we can get to know the people and they can really get to know us. We develop a bond with each other as we grow together.

We make a commitment to our home group and if we are absent for some reason we will be missed. Our home group is also the place where we celebrate each new year of clean time. We develop true friends, often for the first time in our lives, and learn to respect each other. This can be very important in our recovery.

As the members mature, so does the group. We learn to practice the spiritual principles of Narcotics Anonymous in all our affairs. We also learn to divide and share

the responsibilities for the growth and well being of the group.

Home group members should try to remain aware of problems or difficulties their group faces and be willing to help. A home group is where you vote as a member of the group conscience on matters affecting N.A. as a whole as well as matters concerning your home group's well being. Home groups also participate in carrying the message of recovery at an area level. In the spirit of unity, oneness of purpose, for the good of N.A. as a whole, it is important that we all do our part.

## The Formation of a Group

When starting a group\* the first priority is to secure a regular meeting location. Try to find a facility that is conducive to an atmosphere of recovery and will allow room for the meeting to grow. It is important to find a location that will allow the group to practice the Sixth Tradition which states, "An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose." This principle of nonaffiliation allows the group to develop its own autonomy. After securing a location, establish the time and day of the week, make arrangements for opening and closing the meeting space and any other preparations necessary. Tradition Seven tells us "Every N.A. group ought to be fully self-supporting, declining outside contributions." In keeping with the Seventh Tradition, establish a

\*For more information on starting an N.A. group see I.P. Number 18, the *Group Starter Kit*.



means of paying rent for the facility; N.A. groups must always be self-supporting. The group responsibilities (opening doors, making coffee, providing literature, cleaning up, etc.) are best shared by two or more addicts. Some groups have lost their meeting space because they failed to properly care for the meeting facility. But if we try to leave the room better than we found it, we protect the atmosphere of recovery and the reputation of Narcotics Anonymous.

If the meeting is slow in getting started, be patient. Experience proves it will grow. Support can be generated by contacting the nearest area or regional committee, making announcements at other meetings and by distributing flyers.

When there is enough participation and support, a group business meeting is held. At this first meeting, matters of the group are formalized (name, format, etc.) and trusted servants are elected. Though the group may seem more business-like at this time, we must remember we are setting the foundation for carrying out our primary purpose. It is our responsibility as group members to care for N.A. and make an investment in our recovery. It is truly our privilege to participate in our home group.

## TRUSTED SERVANTS

Our Second Tradition tells us "For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern." Our trusted servants, therefore, are the backbone of the group and their regular attendance at all meetings is

extremely important. One of the pitfalls which has caused many N.A. groups to suffer or even fold has been the election of officers who were unqualified to serve or did not have a history of recovery in our Fellowship. Often N.A. elections have seemed to be popularity contests rather than the selection of trusted servants. The officers of a group must be chosen with great care because of the responsibilities that their offices carry and the potential effect bad officers can have on the group. Fulfilling the commitment to serve is important. The following paragraphs contain a brief description of the group's trusted servants. For a more comprehensive description, refer to the approved N.A. service manual.

As a general guide, we have found that trusted servants are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve
2. A history of recovery in N.A. (we suggest a minimum of one year clean time)
3. An understanding and working knowledge of the Twelve Steps and Twelve Traditions of N.A.
4. Active participation in the group

## Secretary

The secretary is responsible for the following:

- Opening and closing the meeting facility regularly—no matter what!
- Selecting a leader who will carry the N.A. message of recovery.

- Making sure the coffee gets made
- Keeping the meeting's records
- Arranging for the group's business meetings

The secretary carries a great responsibility and therefore this position should not be taken lightly. The members of the home group should always be willing to help the secretary with any requests for assistance.

### **Treasurer**

The treasurer is responsible for the following:

- Paying the group's bills
- Purchasing supplies and literature
- Keeping financial records
- Carrying out group conscience decisions for the flow of funds
- Making regular reports to the group

It is helpful if the treasurer has basic mathematical skills and handles personal finances properly. One of the biggest problems we have faced has been the misuse of group money. Thousands of dollars in needed funds have disappeared. Not only does this abuse limit what Narcotics Anonymous can do it strikes at the heart of our Fifth Tradition which reads, "Each group has but one primary purpose—to carry the message to the addict who still suffers." Treasurers who have abused their positions usually find that the price they pay in terms of their personal recovery is very heavy. Obviously, the treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function. For more information on serving as a group treasurer, refer to the N.A. Conference-approved *Treasurer's Handbook*.

### **Group Service Representative (GSR)**

The GSR is responsible for the following:

- Attending the area service committee (ASC) meeting regularly
- Serving as a member on ASC subcommittees
- Serving as a liaison between the group and the area
- Sharing responsibilities with the GSR-Alternate
- Keeping the group accurately registered with the World Service Office

The most important facet of this position is to be the communicator for the group. The group service representative is the vital link between the group and the rest of the Fellowship. The GSR is the formal line of communication whose purpose it is to represent the group's conscience in matters affecting other groups or N.A. as a whole. This duty requires the representative to provide information to the group about developments in the worldwide N.A. Fellowship and to share with the area any activities, strengths or problems of the group. It is important that the GSR not break the chain of N.A. communication.

### **Group Service Representative-Alternate (GSR-Alternate)**

The position of GSR-Alternate parallels that of GSR except that it is a two year commitment with the first year spent in training and the second year as GSR. It is imperative that the GSR-Alternate attend each ASC meeting in order to learn and to provide the GSR with support. The GSR-Alternate also acts as GSR in the absence of the GSR.

## ADDITIONAL WAYS TO SERVE

The previously mentioned positions are elected trusted servants with definite terms of service. Another way we can serve is as a speaker or leader; these trusted servants are generally chosen by the group secretary. Throughout the worldwide Fellowship there are numerous terms which are used and different ways of conducting meetings. Our Fourth Tradition promises us autonomy as long as these matters do not affect other groups or N.A. as a whole. This variety enriches our Fellowship and increases our effectiveness. Our primary purpose is always to carry the message of recovery to addicts who still suffer.

### Leader

The leader—who is also called “the chairperson” in many places—should have experience, strength and hope to share from regular attendance at Narcotics Anonymous meetings. This person is responsible for keeping the discussion moving smoothly and following the group format. The leader must remember that it is everybody’s meeting and not comment after each person shares.

The person leading the meeting is responsible for establishing an atmosphere of recovery. Although sharing problems is necessary for identification, sharing solutions is necessary for recovery. It should always be in the leader’s mind that we are here for the specific purpose of staying clean and helping other addicts to find recovery from addiction.

### Speaker

The N.A. member chosen to speak at a meeting needs to be someone who is working and living the N.A. Program of recovery which is the Twelve Steps and Twelve Traditions. In areas where there is not an abundance of N.A. members with substantial clean time or experience with the Twelve Steps and Twelve Traditions, there is the possibility that a group inexperienced in Narcotics Anonymous may misunderstand N.A. Traditions and invite speakers from outside the N.A. Fellowship. There are several ways to avoid this situation. Our Basic Text, for instance, reminds us that N.A. members from other areas are willing to drive long distances to support new groups. The speaker helps fulfill the group’s primary purpose, carrying the message of recovery to the addict who still suffers. When speaking at an N.A. meeting, we should be careful to deliver a clear message of recovery by identifying ourselves as addicts recovering from the disease of addiction. It is not necessary to dwell excessively on our active addiction or “war stories,” because we all know what it was like to use. We came to Narcotics Anonymous to stop using and we are here to share our experience, strength and hope of recovery.

\*\*\*\*\*

To our new groups in areas that are just forming: We have found step study meetings and literature study meetings to be a very important beginning of the members’ growth. We encourage you to do your best together with love and fellowship and keep coming back: It Works!





WORKING  
STEP FOUR  
IN  
NARCOTICS  
ANONYMOUS



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Approval literature  
for WSC '88

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Approval literature  
for WSC '88

## WORKING STEP FOUR IN NARCOTICS ANONYMOUS

*"We made a searching and fearless moral  
inventory of ourselves."*

This guide is intended to be used as an aid to writing a Fourth Step inventory. It is extremely important that we work with an N.A. sponsor. If you don't have one yet, this is a good time to find one who can help guide you through these steps. After reading through this guide on your own, we suggest you read it again with your sponsor before beginning the Fourth Step. It is also very helpful to use other N.A. literature and step meetings to gain more information about the Fourth Step. There are many methods of writing inventories, and no one way is right for everyone. This guide represents the experiences, strengths, and hopes of many addicts who have found recovery in Narcotics Anonymous. Regardless of the method, our Fourth Step will be successful if we are searching and fearless.

### *Searching and Fearless. . .*

Step Four calls on us to be searching and fearless. We are asked to look carefully at ourselves and to get beneath the self-deceptions we have used up to now to hide the truth from ourselves. We search within, as if entering a dark house with a single candle to guide us. We move ahead, despite our fear or resistance to the unknown. We need to be willing to illuminate every corner of every room of our minds as if our lives depend on it, because they do.

This is a model of what a thorough Fourth Step inventory might be. While we strive towards thoroughness, we may find, especially in our first attempt, that we are not able to answer all of these questions. In fact, many of us may feel overwhelmed, but we do not let this deter us from being as thorough as we can possibly be.

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What we are searching for here is a complete and total picture of ourselves. We have found that this requires honesty—honesty to examine our behaviors, feelings, thoughts, and motives, regardless of how unimportant they may appear. Our self-honesty is most important since it will lead us to discover how our disease has affected our lives. We have operated with a distorted self-image, never fully looking at the whole picture all at once. Now, possibly for the first time in our lives, we will begin to see ourselves as we really are, rather than as we imagined or fantasized. The more accurate and complete this picture is, the more freedom we will gain.

At this point we need to emphasize that being thorough is not the same as being perfect. There aren't any *perfect* Fourth Steps. We do the best we can to be as thorough as possible. With diligence and perseverance, we write as honestly as we can. Expecting perfection from ourselves can sometimes be a way of putting off writing our Fourth Step. We may also have heard people say "If you don't do a thorough inventory, you'll use again." But here we have to go back to our Third Step and trust God without any reservations. If we focus on our fear that our inventory won't be good enough, or worry about what our sponsor will say when we share it, we may never get going. This won't be the last inventory we write. It's not necessary to write a best-selling novel; it's only necessary to make an honest beginning and be as thorough as we can be. One of the things we learned in the Third Step was to trust God. Now we can be fearless and write the truth. This Fourth Step is a freeing process as well as a healing one. We put our faith in a loving God and trust that whatever we write will be exactly what we're supposed to write if we are truly searching and fearless.

### ...Moral Inventory...

In Step Four we are asked to take a *moral inventory*. When we first heard the word moral, some of us had misconceptions of what that meant, while others had no understanding at all. Morals are simply values, the principles that we choose to live by today in our recovery. It is not the purpose of this guide to define morality nor to define a set of morals that others should live by. We recognize that each of us possesses our own internal values. We may choose to define *good* as that which has the power to bring out the best in us and affirm our recovery and *bad* as that which has the power to bring out the worst in us and works against our recovery.

Looking at our feelings can be very helpful here too. In writing our Fourth Step, we will need to take a look, not only at what we did, but also at how we felt. Our morals may have been vague or undefined, but even in our active addiction we had them. In situations where we felt bad, or felt that something was wrong, it was most likely because we compromised our morals or were unable to uphold them.

When we came to that understanding, we saw how the steps fit together. We began to see *the exact nature* of our wrongs. That meant more than just the wrong things we did. It meant looking beneath the wrong thing we did, to the *nature* of that wrong. For example, if we stole money from our parents to buy drugs, that was a wrong. What was the nature of that wrong? The nature of that wrong was our self-centeredness, our fear, our dishonesty and unkindness. We were self-centered in that we wanted what we wanted at another person's expense. We were fearful that we wouldn't get what we wanted. We were dishonest in that we took money without the other person's knowledge or permission. We were unkind in that we did something that hurt another human being.



It is important to remember that this is *our* inventory. It is not a place to list the faults or wrongdoings of others. When we look at our lives in this way, we see that the nature of our wrongs, our character defects, are the characteristics in our lives that are in opposition to spiritual principles. Our inventory, then, is a process of discovering how our character defects bring not only us, but also others, pain and discomfort and how our new life, founded on the Twelve Steps, is one that can bring us serenity, comfort, and joy. Out of the Fourth Step we discover those things that get in our way and those things that work for us.

#### GENERAL GUIDELINES

When we are ready to begin, we ask God to help us to be searching and fearless in this inventory. Some of us even write a prayer at the beginning of our inventory. The important point is that we sit down and start writing. As feelings surface we must be willing to face them and keep writing. Some of them may be uncomfortable or disturbing, but no matter what happens, we know that God is with us. We can feel good about the fact that we are taking positive action for our recovery. We then ask a loving God to help us, and try to remember that what we write is between ourselves and the God of our own understanding.

The following outline provides a structure for examining ourselves. It contains the basic elements that we use in our inventory. To keep from getting bogged down, stay in touch with your sponsor. Some helpful suggestions are:

1. Follow the outline and take one section at a time;
2. Leave a wide margin so you have room to make notes of any thoughts that pop into your head as you write;

3. Don't erase or cross out anything and don't edit your inventory.

Throughout this guide, there are examples of the kinds of questions we ask ourselves. Some of these questions may not seem to apply to you. They are included to assist you in your inventory. Write each question on your paper as you go. Whenever the answer is a simple "yes," list examples. In each situation, try to see where you were wrong, what your motives were, and what your part was.

In looking at our behavior before, during and after active addiction, patterns begin to emerge. The purpose of a searching and fearless moral inventory is to get at the truth, to take a hard look at reality. What we are attempting to do here in the Fourth Step is not only to see where we were wrong, but to understand what our part was, and how we might be perpetuating those patterns. It is this discovery and identification that allows us to be freed of our defects in the subsequent steps. Although it may sometimes be embarrassing or even painful to be honest with ourselves about our wrongs and character defects, simply writing this information down cannot hurt us.

*First Three Steps Review* By now you have taken the first three steps with your sponsor. These provide the necessary preparation and foundation for making a searching and fearless moral inventory of ourselves. Many of us have found the process of writing out the first three steps to be valuable. Now, before writing your inventory, go back and review your first three steps. At this point we are reminded that it is only through a Higher Power, not our own power, that we can proceed fearlessly. Before we begin writing, we take a few moments of silence to ask the God of our understanding for the courage to be fearless and thorough. NOW WE ARE READY TO BEGIN WRITING OUR FOURTH STEP.

**I. *Resentments*** Our resentments caused us discomfort. We relived unpleasant past experiences again and again in our minds. We were angry about things that happened and kept a mental grudge list. We regretted the clever things we had not said and planned retaliation that may or may not have taken place. We were obsessed with the past and the future, and therefore cheated ourselves of the present. We need to write about these resentments now to see the part we played in forming them.

**A. *List the people, organizations, and concepts you resent.*** Most of us start with our childhood, but any order will work as long as it is complete. Include all the *people* (parents, mates, friends, enemies, ourselves, etc.); the *organizations and institutions* (jails, police, hospitals, schools, etc.); and the *concepts* (religions, politics, prejudice, social customs, God, etc.) at whom you are angry.

**B. *List the cause or causes of each resentment.*** With each resentment we examine the reasons for our anger and how it affected us. These are some of the questions we ask ourselves to help us identify our feelings:

- ★ Were my feelings hurt because of pride?
- ★ Was my safety or security threatened in any way?
- ★ Was a personal or sexual relationship hurt or threatened?
- ★ Did my ambition put me in conflict with others?

**C. *With each resentment, we try to see where we were wrong and what part we played in the situation.*** How did we react to our feelings in each situation? We must be as honest as we can and discover which character defects played a part in our actions. These are some of the questions we ask ourselves:

- ★ Where did greed or a need for power underlie my actions?
- ★ To what extremes did I carry my resentments?
- ★ In what ways did I manipulate others, and why?
- ★ How did I behave selfishly?
- ★ Did I think that somehow life owed me?
- ★ How did my expectations of others cause trouble?
- ★ How did pride and ego show themselves in this situation?
- ★ How did fear motivate me?

**D. *Situations in which we are sure we are right require close observation and discussion with our sponsor.*** Answering these questions, and others as they apply to us, helps us to identify our character defects. We must do so honestly, ignoring nothing. Where others have wronged us, we must realize that we need to stop expecting perfection from them. There is no room in our recovery for self-righteousness. If we are ever to have peace of mind, we must learn to accept others as they are.

**II. *Relationships*** This is going to include a lot more than just a list of sexual relationships. We have had problems in all of our relationships. Many of our character defects come into play and prevent us from having healthy or successful relationships.

**A. *List your personal relationships.*** This includes your relationships with co-workers, friends, relatives, family members, neighbors, etc. Examine the positive and negative aspects of each one, being honest about your assets and liabilities. Avoid spending time on the wrongs others have done. We focus on *our* mistakes, and concern ourselves with areas where

self-centeredness and other character defects seemed to prevail. We must look within and honestly appraise our motives. We examine how our character defects are present in our relationships, for example, intolerance. At times we probably refused to allow others the privilege of voicing or even having an opinion, and this attitude caused indifference, hostility, and other problems. We had a need, generated by fear, to “always be right.” We were unnecessarily critical of others; yet when constructive criticism was directed towards us, we were less than receptive. These are some of the questions we ask ourselves:

- ★ When was I intolerant of others?
- ★ When did I feel superior to others?
- ★ How did I use and abuse other people?
- ★ In what ways did I try to make other people feel worthless?

Another example is self-pity. It is one of the ways we manipulate others for our benefit. Indulging in self-pity was asking others to change or to bow to our demands; it was looking for a way to avoid responsibility. We ask ourselves:

- ★ How did I use self-pity to get what I wanted?
- ★ Did I lie or stretch the truth? If so, why?
- ★ In what ways did I make others feel guilty?
- ★ Where did self-will and self-centeredness play a part in my relationships?
- ★ When I didn't get what I wanted, did I become fearful and act jealously or dishonestly?
- ★ Was I so consumed with self that I had very little perspective or understanding of others?

B. *List your sexual relationships.* This may include deep relationships or short affairs, spouses, lovers, or others. We answer questions such as these about each relationship:

- ★ Did I manipulate and lie to meet my own needs?
- ★ Did I care about the other person?
- ★ How did I demonstrate that?
- ★ Did I feel better or less worthy than my partner?
- ★ How did my dependencies cause me to compromise myself?
- ★ How often did I say “yes” when I wanted to say “no”? And, why?
- ★ Did I end up feeling worthless, used, or abused?
- ★ Did I think that sex would “fix” me and make everything all right?
- ★ Did my relationships end in pain and unhappiness for myself or others?
- ★ What kind of a partner did I choose to be with in my disease? Is that still true today?
- ★ Was sex something traded or sold?
- ★ Where was I dishonest in my relationships?
- ★ When did I meet my own sexual needs at someone else's expense?

Some of us had sexual experiences that did not fall under the category of “relationships.” We need to write about these experiences and our feelings, especially where shame or guilt were involved.

C. *With each relationship you listed in Sections A and B, summarize how it affected you and try to identify what character defects were apparent.* Many of our character defects damaged our personal relationships.



As addicts, our emotions often run to extremes—past the point of what is appropriate. Writing our inventory helps us to see where our addiction played an important role in our dealings with people, places, and things.

### III. *Self-Obsession and Self-Centeredness* A part of Step

Four is looking at how we have been obsessed with self. Many of our feelings, and even character defects, stem from our total self-centeredness. We are like little kids who never grew up. Throughout our active addiction, and maybe in our clean time too, we continually have focused on our wants, our needs, our desires. We wanted everything for nothing. We weren't willing to work for what we wanted or pay the price. We have found that we placed extraordinary demands on everybody and everything. We wanted people, places, and things to somehow make us happy, content, and whole. Now, in recovery, we find that only God can accomplish this task.

Throughout our Fourth Step, we have been looking at situations to see what was underlying our actions. It is also helpful to focus on the feelings. It is important that we learn to identify the feelings we may be having. We may want to look words up in the dictionary so that we begin to know what they mean. It is easy to say "I felt bad about that" but we need to probe deeper than that and understand what the feelings are. The following is a list of words that may help you focus on feelings:

guilt	shame	intolerance
self-pity	resentment	anger
depression	frustration	confusion
loneliness	anxiety	betrayal
hopelessness	failure	fear
denial	arrogance	inadequacy

- A. *Examine each of the feelings listed above as well as other feelings you have identified in your inventory.* Of those you experience frequently, list several situations where they commonly arise. Examine the circumstances of each situation. List the reasons why you felt the way you did. Ask yourself:
- ★ How did this feeling affect me?
  - ★ Was this feeling appropriate for the situation?
  - ★ Was my behavior appropriate for the situation?
  - ★ What did it remind me of?

B. *With each feeling and situation, try to see where self-obsession and self-centeredness played a part. Ask:*

- ★ In this situation, was I feeling or acting self-righteous?
- ★ Did I behave selfishly?
- ★ What were my expectations for myself or others?
- ★ Did I insist on having things my way or become enraged when I didn't get my way?
- ★ How did I react to my feelings?

- IV. *Shame and Guilt* One of the most frequent rationalizations we find for not working the Fourth Step is our "deep, dark secrets." These situations that have caused us so much shame and guilt, the things we've never really taken a look at, are often some of the hardest to write about and share. Unwillingness to face these situations can be a stumbling block in our recovery. In dealing with shame and guilt we must remember that there are many things that occurred due to our disease. It is important to realize that we are not responsible for many of the things we did in our addiction, although we are responsible for our recovery.

Up to this point in your writing, you may have already uncovered some feelings of shame. It is very important to continue exploring those situations because these feelings are at the bottom of so many of our actions. For this reason, we encourage you to write as honestly as you can.

We write about situations that make us feel guilty. We also write about situations where we really weren't at fault. Sometimes we have accepted guilt for situations that were not our responsibility. It is important to look carefully here too so that we can identify the feelings and see how they may still be affecting us today.

A. *It is important for us to identify our feelings and our character defects in these instances too. Ask yourself:*

- ★ What are the things I have never told anybody?
- ★ What was it that made me keep this a secret?
- ★ Were there any experiences (for instance, sexual, financial, family or work related) that created feelings of shame, guilt, or confusion?
- ★ Was I the giver or receiver of physical abuse?
- ★ Where did fear and self-centeredness come into play?
- ★ Why did I hold onto the guilt and shame?
- ★ How did I react when things didn't go the way I expected?
- ★ Did I blame myself for another person's wrong behavior?
- ★ How did my feelings of shame and guilt affect other aspects of my life?

V. *Times We Felt Victimized* Throughout our lives we may have seen ourselves as victims. We may have felt this way for any number of reasons. For example, as children some of us were abused by adults in physical, mental, and/or

emotional ways. We were victims in the true sense of the word because we had no power to protect ourselves from being harmed. Unfortunately, for whatever reason, many of us developed a habit of constantly reacting to life and viewing our world as if we were forever a victim. Wanting to be helpless, wanting to be rescued, and not taking responsibility for ourselves are definite aspects of our disease. We blamed and resented others for all our troubles, unable to see our own part in our own problems. It is a cycle that is self-perpetuating. We find ourselves again and again in situations where we become victims or victimizers.

In reviewing our pasts we have found that we need to look at where we may have been the initiators or receivers of abusive relationships. We suffer from a self-destructive disease that magnifies these kinds of problems. Our desire for recovery may make this issue especially important for us to inventory in some detail. Honestly appraising these situations gives us a new perspective and helps us see how we have set ourselves up as victims. Through this process, we have the opportunity to find freedom from our victim thinking and our victim reactions.

A. *We answer questions such as these:*

- ★ Did I feel victimized in any of the situations I've already written about (or some I haven't written about)?
- ★ What expectations did I have of my parents?
- ★ Do I still carry those expectations with me today?
- ★ What was my behavior as a child when I didn't get my way?
- ★ How do I react today when I don't get my way?
- ★ How do I act like a victim today?
- ★ What are the feelings I have in these situations?

- ★ What is the relationship between my self-esteem and these situations?
- ★ What is my responsibility for continuing this pattern?

VI. **Fear** Having taken a close look at our self-centeredness, resentments, and relationships, we see that fear, doubt, and insecurity have been at the core of much of our behavior. We wanted what we wanted when we wanted it, and we were terrified at the thought that we might not get it. The bottom line was that we were afraid we wouldn't be taken care of. Many of our defects and their manifestations were just our own inept attempts to meet our own needs and take care of ourselves. If we look closely, we find that we are afraid of almost everything. Our fears have kept us from doing the things we wanted to do and becoming the people we wanted to be.

A. *We list all of our fears.* Some of these include: fear of the unknown, fear of pain, fear of rejection, fear of abandonment, fear of responsibility, fear of commitment, fear of growing up, and fear of success and/or failure. We feared we would never have enough of the things we wanted or that we would lose what we had.

B. *We answer these questions about our fears:*

- ★ Why do I have this fear?
- ★ How does this fear paralyze me or keep me from changing?
- ★ Am I afraid because I feel I have only myself to depend on?
- ★ How do I react to this fear?
- ★ How does this fear manifest itself in my life today?

VII. **Assets** We have examined our actions, our feelings, and uncovered the exact nature of our wrongs. Now it is time to look at our assets.

Keep in mind that examining ourselves should include character assets as well as liabilities. In looking at our behaviors, it is important to see how we want to act differently. Our assets provide us with ideals to strive towards. We gain humility when we honestly acknowledge that we are human beings, neither perfectly good nor perfectly bad. We are made up of assets and liabilities, and there is always room for improvement. If we cannot find any good points about ourselves, we need to look a little harder. If we are searching, we will surely uncover some assets. The following list may help you to identify some assets in yourself:

willingness	faith	honesty
open-mindedness	God-awareness	patience
acceptance	positive action	courage
sharing	generosity	trust
kindness	caring	forgiveness
tolerance	being clean	
love	gratitude	

These assets show us that we are not "bad people" as we originally believed, and give us the courage and strength to go on. We are clean, we have the willingness to change and grow, and we are taking positive actions for our recovery. We have placed our will and our lives in the care of a Power greater than ourselves and are learning to live by a new set of principles. By continuing on with the steps, those attitudes and behaviors which have not worked for us or for our peace of mind, are modified. We are trying to build happy lives in recovery and Step Four is a clear-cut attempt at that.

A. *Write one paragraph about each of the assets listed in Section VII above.* Try to think of an incident in your past or present when these assets were apparent. List



examples of where you practice these assets in your life today. It is just as important in this section as in the others not to leave anything out. If you find it difficult to identify a particular asset in yourself, we suggest you talk it over with your sponsor. We may also talk with other members we respect and in our home groups.

The ability to identify the good in others is a character asset in itself. It is now time to use this ability for our own benefit; to be as kind to ourselves as we would be to others. We find that many assets start out simply as potentials and become assets only through practice.

What are the results that come from making a searching and fearless moral inventory of ourselves? Our Fourth Step helps rid us of our delusions and false perceptions of life, reality, and ourselves. The fantasy world that we lived in during active addiction fades as we begin to see and accept life as it is.

Now that we have uncovered our secrets, it's time to let them go. By continuing to work the steps, the character defects which have destroyed our peace of mind begin to change. Seeing the exact nature of our wrongs shows us just how powerless we really are. We see how futile it is to try to live on our own power. By working the steps we come to believe in a Power greater than ourselves. The honesty of the Fourth Step reaffirms our Third Step because we see, in stark reality, what a tremendous relief it is to rely on a Power greater than ourselves. By practicing the spiritual principles of honesty, open-mindedness, and willingness, we find that love, acceptance, tolerance, faith, self-respect, and trust become possible. When we live the Twelve Steps, we begin to experience freedom from the past, freedom to be ourselves, and knowledge of who and what we really are. This process is a healing one—a big step in the direction of freedom. In this spirit we are ready to move on to Step Five, to share our inventory with God and another human being.

## THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. *We admitted that we were powerless over our addiction, that our lives had become unmanageable.*
2. *We came to believe that a Power greater than ourselves could restore us to sanity.*
3. *We made a decision to turn our will and our lives over to the care of God as we understood Him.*
4. *We made a searching and fearless moral inventory of ourselves.*
5. *We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *We were entirely ready to have God remove all these defects of character.*
7. *We humbly asked Him to remove our shortcomings.*
8. *We made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *We made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *We continued to take personal inventory and when we were wrong promptly admitted it.*
11. *We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.*
12. *Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.*

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## ADDENDUM 2F

### PROPOSED GUIDELINES FOR WSC LITERATURE COMMITTEE

#### I. Purpose

The purpose of the World Literature Committee (WLC) is:

- A. To coordinate the creation, development and revision of literature for the Fellowship of N.A.
- B. To lend support to area and regional literature committees through:
  - 1) Development of guidelines
  - 2) Sharing of experience in written and verbal communications through such vehicles as Fellowship Reports, *Newslines* and other correspondence
  - 3) Hosting open forums and workshop meetings
- C. To work on literature, based on Fellowship input, prior to presentation for Fellowship review and/or WSC approval.

#### II. Composition

The WLC is composed of:

- A. A coordinating administrative body made up of the following:
  - 1) Chairperson
  - 2) Vice-Chairperson

Both of these are elected by the WSC in accordance with its current policies. The WLC will make recommended nominations to the WSC based on their knowledge of persons' ability and experience and on WLC needs.

- 3) Twelve registered voting members--with a maximum of two from any one region, serving for two-year terms and no more than two consecutive terms. The terms are staggered so that six registered members are elected each year at the WSC.
- 4) Two members of the Board of Trustees and one member of the Board of Directors (non-voting) may be added by mutual agreement between their respective Board and the WLC.

Rationale: The nature of the work done by the WLC requires involvement of all world service arms and the following is a short explanation of some of the reasons for that involvement.

Members of the Board of Trustees provide two-way communication between the Literature Committee and the Board. This is the first part of the liaison concept, which was formally introduced by the 1984 World Service Conference and was previously implemented on an informal basis by the Board in 1983. Trustees can carry a wealth of service and recovery experience to the Committees. Knowledge of the Fellowship and its history can help the overall functioning of the Committee. Certain issues can be clarified before problems occur. They are immediately available to workshop materials, carry out assignments and generally work with other WLC members to assist the Committee in achieving its goals. Liaisons can bring up WLC concerns in their reports to the Board and bring ideas from the Board to the WLC. This communication goes on constantly and can be a resource to the WLC on special issues.

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

The Board members participate, as directed by the Committee and described in Section III (Duties and Requirements.)

B. Working body

- 1) The administrative body described above
- 2) General members
  - a. Regional literature chairpersons.
  - b. Unelected WLC nominees who meet the requirements for registered members.

Rationale: The concept of general membership is intended to get the best possible use of our Fellowship resources to assist and aid the administrative body in carrying out the Fellowship's directives. General members are those who are interested and experienced in the N.A. literature process and who might not otherwise be involved in the activities of the WLC. General members would be assigned by the WLC Chairperson to work on specific projects primarily during workshops. The intent is to utilize these resources in a temporary manner, assigning them to work on specific projects during specific time periods, for example, a Conference workshop or ad-hoc meeting.



- 3) **Advisory Members**  
Other N.A. members as appointed by the WLC Chair for specific tasks and/or projects. These could be members of other WSC Committees, RSR's, members of the WSO Board of Directors or World Service Board of Trustees, area literature committee chairs, or past members of the WSC or WLC.

### III. Duties and Requirements

#### A. Chairperson

##### Duties:

- 1) Attends all meetings of the WLC administrative body.
- 2) Coordinates all activities of the Committee, which includes scheduling and agendas. Much of this may be accomplished by delegating responsibilities to the administrative body members or WSO coordinator.
- 3) Receives and reviews copies of all input sent to WLC.
- 4) Prepares the annual report to the WSC, the Fellowship Report (as required by WSC policy--normally six per year), the WLC members (as needed), and area and regional literature committees (as needed.) These reports vary in nature, but usually include information about work projects and meetings.
- 5) Maintains close contact with the Vice-Chairperson, WSC Officers, WSO Coordinator, as well as WLC members.
- 6) Makes consultation trips to the WSO as needed to organize, coordinate and plan for any WLC needs.
- 7) Prepares a budget, based on Committee input, for presentation at the annual WSC, and reports on that budget to the full Committee.

##### Requirements:

When electing a person for the position of Chairperson, we recommend the following:

- 1) A minimum of seven years clean time.
- 2) Recent active participation with WLC--we recommend two years WLC activity, one as Vice-Chairperson.
- 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
- 4) Completion of previous service commitments.

- 5) Administrative and organizational skills are important.
- 6) A willingness to serve and commit personal time and resources. Ability to attend all meetings of WLC administrative body and fulfill all duties.

B. Vice-Chairperson

Duties:

- 1) Attend all meetings of WLC administrative body.
- 2) Assists the Chairperson in duties as directed by the Chairperson, such as:
  - a. Scheduling and agendas
  - b. Coordinating activities as assigned
  - c. Preparing some of the written reports of the Chairperson
- 3) May assume all duties of the Chairperson's position in the case of his/her absence unless otherwise directed by the WSC Administrative Committee.
- 4) Maintains close contact with the Chairperson, WLC members and the WSO and accompanies the Chairperson on some WSO consultation trips.

Requirements:

When electing a person for the position of Vice-Chairperson we recommend the following:

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

C. Registered member

Duties:

- 1) Attends all meetings of WLC, if possible. The most important WLC meetings for registered members to attend are the administrative body meetings. (See section XI. Meetings.)

- 2) Send written input if unable to attend and whenever else necessary to complete an activity of the WLC.
- 3) Maintain close contact with the Chairperson and Vice-Chairperson.

Requirements:

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

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

D. General Member

Duties:

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

Requirements:

- 1) Holds current position as regional literature chairperson listed with WSO, or
- 2) Be an unelected WLC nominee who meets the criteria for registered membership.

E. BOT and BOD members:

- 1) Participate in all matters as described in Section II. A.



- 2) Performs activities and duties, requested by the WLC Chairperson in accordance with policies set by the WSC and/or their respective service body.

F. WSO Coordinator

- 1) Special Worker--Acts as Committee Secretary
- 2) Serves as communication link between WLC and WSO.
- 3) Attends administrative and working body meetings.
- 4) Provides administrative support to WLC Chair as needed.
- 5) Organizes and maintains all WLC working files.
- 6) Works with the Chairperson and Vice-Chairperson to arrange for meetings necessary to complete work.
- 7) Responds to all routine calls and letters regarding the WLC.
- 8) Assists Committee in handling internal correspondence.
- 9) Arranges for typing, copying, and mailing.

IV. Nominations and Election Procedures

Nominations to become a registered member of the World Literature Committee are accepted from regional service committees and/or the World Literature Committee. Nomination forms must be completed by the RSC or WLC and submitted to the WLC 30 days prior to the WSC.

Nominees must meet the following criteria in order to be eligible:

- 1) Resides in the region from which nominated, if nominated by an RSC.
- 2) Has the support of a majority of the voting members of the WLC, if nominated by the WLC.
- 3) Has a minimum of five years clean time.
- 4) Has three years literature service experience or world service experience with at least one of those years being in the World Literature Committee.

Nomination forms will be verified prior to the WSC. All nominees meeting the criteria stated above will automatically be placed in the nomination pool. Nominees not eligible based on the preceding criteria will be withdrawn from the nomination pool. If the ineligible nominee was nominated by a region, the WLC Chairperson or Vice-Chairperson will contact the RSR explaining the reasons for disqualification.

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

#### V. Voting

The voting members of the WLC consist of the following:

Twelve registered members  
WLC Vice-Chairperson  
WLC Chairperson--votes only in the case of a tie.

In order to conduct the business of the WLC, the following quorum shall be required:

Two-thirds of the registered members plus the WLC Chairperson or Vice-Chairperson.

However, within working groups and task forces, each member will have one vote.

#### VI. Means of Completing Work List Projects

##### A. Working groups

A working group consists of general, registered and advisory members who work on a specific project during a specific meeting (usually a Conference workshop). This group is chaired by a member of the working body appointed by the WLC Chairperson. Another member would be the recording secretary for the workshop. It has been found that the optimum number of members in a working group is between five and nine.

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

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

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

Members of a working group who show consistent involvement may be assigned to a task force. Based upon the recommendation of the working group chairperson, the WLC Chairperson makes assignments of these members to task forces.

B. Task Forces

Task forces work on projects that may not be completed in one meeting. A task force is an extension of a working group that has demonstrated continued interest and participation in a project. A task force may consist of any combination of the working body of the WLC. The WLC Chairperson will designate one member to chair and coordinate the task force. This person will report to and be responsible to the full World Literature Committee. All members assigned to task forces will receive communications and perform work regarding the project between meetings.

C. Ad-Hoc Committees

Ad-hoc committees are used for different stages of development on major works. Ad-hoc meetings may be funded from the WLC budget. Otherwise, ad-hoc committees are similar in composition to task forces.

D. Works Developed by Other Conference Committees

When another Conference Committee is developing literature for the Fellowship, a joint ad-hoc committee will go over the material prior to WLC consideration. This system allows for better communication among committees. When the originating committee is satisfied that the work is as finalized as they can make it, the WLC evaluation committee will review it. If the evaluation committee feels that the piece needs major work or rewriting, and the full WLC agrees with this evaluation, the material is returned to the originating committee with a list of concerns to be addressed. Otherwise, it will proceed through the literature development process.

E. Literature Conferences

World Literature Conferences are normally held when the WLC is working on major projects on the current year's 'A' work list that are too extensive for the WLC to accommodate solely with its own resources (See Literature Development Process for explanation of work lists.)

At the World Literature Conference a number of working groups would be formed to accommodate specific aspects of the major work in progress. The major difference between these and other working groups (described in A above) is that any member of the Fellowship may attend or participate. This is important because the nature of a World Literature Conference is to provide an open forum to encourage as much Fellowship participation as possible. All members of the Fellowship who desire to input on a major work at a literature



conference must bring their input in a prepared, written form in order for it to be processed. All of these members would be active participants in their respective working groups and have an equal say in decisions within those groups. However, only regular members of WLC vote on matters in the general sessions of the committee that might take place during a World Literature Conference.

F. Regional Literature Committee

Assignments of items to RLC's shall be made by the WLC Chairperson and Vice-Chairperson (with concurrence of the Committee) to do specific tasks to help the WLC with work list projects. These tasks might include preparing outlines, organizing input, or writing original input for drafts in progress. The regional literature committee would work in close communication with the WLC Chairperson, Vice-Chairperson, or a WLC committee member assigned by the Chair to take on this responsibility. These assignments could be given to regional literature committees that would be able to perform such tasks without interfering with their primary responsibilities of serving the literature needs of their region and sending input to the WLC on review literature. Such assignments shall always take regional preference into consideration. Assignments of a single item may be made to more than one region at a time but no more than one item per region.

G. Special Workers

As our Eighth Tradition states, "Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers." One example of a special worker who performs an ongoing job in support of the WLC is the WSO Literature Coordinator, whose committee job description is found in the Duties and Requirements section of these guidelines.

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

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

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

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

#### VII. The Evaluation Committee

The evaluation committee has the responsibility of reviewing pieces of literature submitted by the Fellowship. The material may come from members, areas, regions or the WSC Committees. The evaluation committee recommends where each item needs to go within our service structure for further work. This part of the World Literature Committee gives prompt attention to new pieces and reviews old pieces periodically.

The Committee recommends the piece to one of the established work lists B, C or D. The A work list is reserved for selection by the World Service Conference itself.

A piece might be as complex as a full length book or as simple as an idea, topic or information pamphlet. The Committee keeps the inventory of the WLC up-to-date by adding items to work list categories. It will also recommend which pieces need revision based on Fellowship input and requests. Some pieces may be sent back to the originator with suggestions for improvement.

The evaluation committee writes a report on each piece which describes the stage of development of each piece and recommends what processing may be needed to finish the piece. This report may help the WLC process several pieces at once, which are at similar stages of development. Items which are deemed to be completely unacceptable as N.A. literature will be returned to the contributing members. This committee also evaluates the WLC files, seeking material which may be of use to current works-in-progress which is reported to the WLC members working on a particular project.

Three to six members, as needed to handle the workload, are recommended by the Chairperson and approved by the WLC. They serve one Conference year. No more than two members from the same region can serve on this committee. Initially, and if incoming material requires, additional members may be chosen to serve on this committee. When the workload decreases, some of the members assigned to this committee may be asked to serve elsewhere within the WLC by the Chair.



### VIII. The Literature Development Work List

The World Literature Committee's work list consists of four stages of development where all of Narcotics Anonymous unapproved literature is catalogued. Literature lists of each developmental stage will be published in the Conference Agenda Report for Fellowship information and consideration. General direction on work list items will be solicited from the Fellowship in this manner.

#### A List (Items for Final Development)

The 'A' List consists of the maximum amount of material the World Literature Committee can work on in any given Conference year. The literature on this list is in such a state of development that the World Literature Committee can prepare review- or approval-form drafts. The 'A' List shall consist of no more than: One major work (book length) and four pamphlets.

#### B List (Items Awaiting Final Development)

The 'B' List contains items from which the Fellowship would make choices that would fill openings on the 'A' List. These are items in a state ready for WLC work, which have been deemed, by the evaluation committee, to require a minimal (within one Conference year's time) amount of work to reach a review- or approval-form stage.

#### C List (Ready for Regional Development)

The 'C' List consists of material that needs more Fellowship writing and input to bring it to a first draft stage. Therefore, 'C' List material is assigned to regional literature committees (RLC's) whose responsibility is then to create the forum and atmosphere for members of their region to write on the assigned project. No regional literature committee shall work on more than one item at a time.

#### D List (General Development)

The 'D' List contains all other unapproved items that have been submitted as possibilities for Narcotics Anonymous literature. These are items which are available for assignment to members, groups and area literature committees at the discretion of the WLC Chairperson and Vice-Chairperson. 'D' list items are re-evaluated yearly.

### IX. Review-Form Literature

#### A. Time:

Review-form literature is sent out to the Fellowship for a minimum of twelve months. The WLC may present review-form literature to the Fellowship twice yearly, in October, and at the WSC in May. Review-form literature may be returned for consecutive review



periods in an original or revised draft, as input indicates is necessary, and as recommended by WLC.

The WLC may recommend that a piece of literature (such as a book) be out for review for more than twelve months but the subsequent due dates will coincide with the October or May deadlines. This allows for twelve, eighteen, twenty-four months or more for the review process.

B. Use:

Sold to registered area and regional literature committees only. Not for use, display or distribution in N.A. meetings. Need strong encouragement to the Fellowship to get involved with literature review and input at this stage.

C. Form:

On manuscript form (8-1/2 x 11" paper, double spaced) with line numbers. Clearly marked on every page, "Unapproved Literature/Not for Use in N.A. Meetings, For Review and Input Only." No N.A. logo, but should have "Narcotics Anonymous" on front cover. Due date is to be marked on every page of the document.

X. Approval-Form Literature

A. Time:

Approval-form literature is prepared by the WLC and distributed to the Fellowship for one Conference year.

B. Use:

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

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

C. Form:

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

XI. Revision Committee

This is a committee of WLC members which undertakes initial revisions of those items of approved literature for which input has been received and/or which have come due for their five year revision. Items of this nature are first evaluated by the evaluation committee. As a resource group, the revision committee's completed work will be sent back to the WLC administrative body for review and handled in accordance with the literature development process.

Any of the above processes are initiated and coordinated by the WLC Chairperson and Vice-Chairperson.

XII. Production

After the World Literature Committee has completed its work on a piece of literature, it is turned over the World Service Office for production and distribution. Production involves copyright registration, proofreading, paste-up and preparation of camera ready materials. Literature is then sold through WSO.

XIII. Resignation and Removal

Relapse or inactivity (lack of contact with the WLC for three consecutive months) shall constitute automatic resignation. The Chairperson may, with Committee concurrence, replace resignees or inactive members. These replacements serve only for the remainder of the Conference year.

XIV. Meetings of WLC

A. Administrative Body Meetings

Those meetings scheduled by the Chairperson at which the business of the administrative body is done. These meetings will include but are not limited to WLC meetings at the WSC and WSC workshops. Participants are Chairperson, Vice-Chairperson, registered members and advisory members of the WLC. These are the most important meetings for registered members to attend.

B. Working Body Meeting

Those meetings scheduled by the WLC Chairperson at which the non-administrative literature work is done. Participants are all members of the administrative body as defined above plus general members and other appointed members.

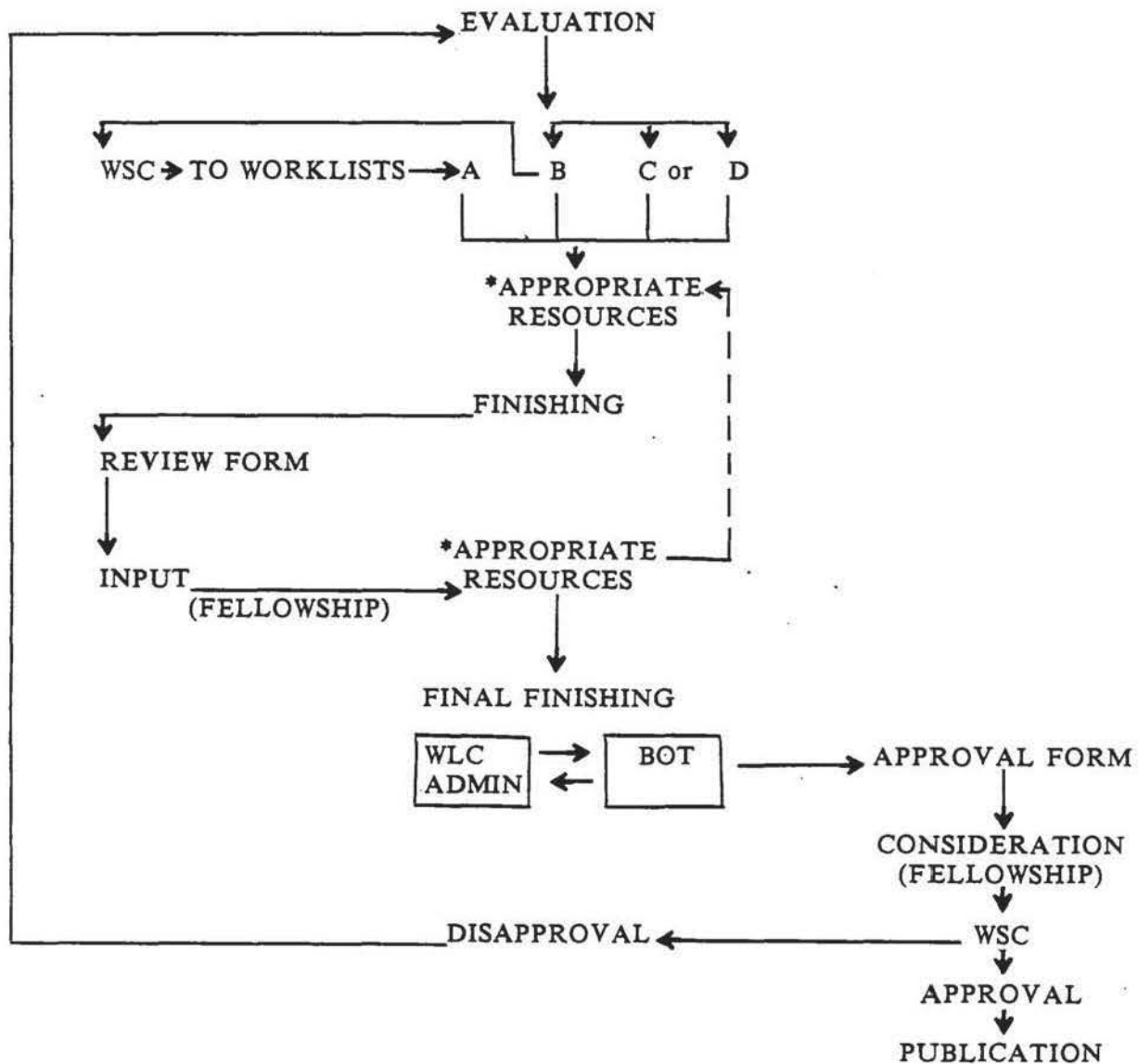
C. Other meetings (ad-hoc task force, revision committee) as determined by the WLC Chairperson.

XV. Budget and Funding

The WLC Chairperson and Vice-Chairperson will be funded (travel and lodging) to any and all meetings listed in Section XIV as well as any other WSC required meetings and WSO consultation meetings. The WLC budget will also include funding (travel and lodging) for up to twelve registered members and advisory members to attend all meetings of the administrative body.



**WLC GUIDELINES/LITERATURE DEVELOPMENT PROCESS  
FLOW CHART ATTACHMENT**



**\*APPROPRIATE RESOURCES**

Working Groups  
Task Force  
Ad-hoc Committee  
Literature Conference  
Regional Literature Committee  
Special Workers

*\*Refer to Section VI of the Guidelines for descriptions of these resources*

## ADDENDUM 3A

*Note:* This material was unedited at the time of publication. A slightly edited version may be recommended by the WSC P.I. Committee as a result of the next meeting, and presented to the Conference for approval.

### GUIDE TO WRITING NEWS RELEASES

1. Content needs to be news--something has to have happened; a newsworthy event should be the focus.
2. All information must be accurate. In order to preserve credibility and an attractive public image, we must always do our best to carefully check any information, such as addresses, etc. and any figures, claims made, or any other data we present, for accuracy.
3. Press releases should be written in journalistic style, presenting facts, using clear, concise, simple, to-the-point sentences, with information placed in order of importance. The release should give the "five W's," telling what happened or will be happening, whom is involved, where the event took place or will take place, when the news event took place or is to take place, and why it happened or will happen. "How" it happened or is expected to happen should also be included. The release should end with a journalistic closing symbol, "-30-" or "###."
4. Use no more than one sheet, if possible. Use letter size paper (8 1/2 by 11 inches). Type and double space the text, leaving large margins on the top, bottom and sides. When it is necessary to use a second sheet, put "-MORE-" centered at the bottom of the first page, and "-2-" or "page 2" at the top of the second page. Also at the top of the second page, include a short identification line, such as "Narcotics Anonymous," or an abbreviated version of the heading used on page one. This will help if the second page is accidentally mislaid or separated from the first page.
5. The top of the page should say "PRESS RELEASE" or "NEWS RELEASE." It is a good idea to use a special style of stationery instead of regular letterhead paper. The upper left hand corner of the page should give the appropriate address, including the name Narcotics Anonymous, and a phone number if there is one. Also on the heading should be a release date which says "for immediate release," or, if you need more control over the timing of the release, gives a specific time for release, such as "for release June 3, 1987" or "for release after 11:00 a.m., Wednesday June 3, 1987." The heading should also include the date of the release. Before the text of the news release, put a title line which describes the contents to follow. The line looks like a headline, but it is provided for the news editor or reporter's information, and it may not be used in print.
6. A press release should be designed to be read in a very short period of time. It should not contain advertising style attention getting statements. Reporters can contact us for background information if they want to. Then we may supply further information, such as a press kit. Provide your release to the media in a timely fashion. If you are informing the media about a community meeting to be held, be sure they get the release several days in advance.

## ADDENDUM 3B

*Note:* This material was unedited at the time of publication. A slightly edited version may be recommended by the WSC P.I. Committee as a result of the next meeting, and presented to the Conference for approval.

### P.I. AND THE MEDIA

#### SECTION 4

Additional input and work in progress is also being reviewed by the WSC P.I. Committee which addresses rearrangement of and changes to other sections of the *Guide to P.I.* That additional work is contained separately, and is currently available only to WSC P.I. members. We would appreciate your comments, i.e., which portions were or were not helpful in your interview experience. Send all input to: World Service Office, P.O. Box 9999, Van Nuys, CA 91409, Attn: P.I. Coordinator.

#### 4.1 OVERVIEW

Contact with the media can be a wonderful opportunity to carry the message of recovery in Narcotics Anonymous. However, it can also be a major source of tradition violations, personal ego inflation and Fellowship disunity which is detrimental not only to the individual member(s) involved, but may affect N.A. as a whole.

Each P.I. Committee should be aware of the WSC P.I. Contingency Plan found on page \*\*\*. This should be supplemented by area/regional contingency plans of your own. The following guides can help prevent problems if they are used in responding to all kinds of media contact.

*[REFER TO APPENDIX SECTION]*

#### 4.2 RESPONDING TO MEDIA REQUESTS

The two basic types of requests which P.I. subcommittees receive from the media are either for 1) general information on Narcotics Anonymous, or 2) requests for N.A. members to do interviews.

Many area and regional P.I. subcommittees have a standard letter and literature packet which is mailed out in response to every request. Often these are left at helpline offices in order that members who work the phones may assist P.I. in responding as quickly as possible to callers' requests. The World Service Office also provides "press kits" which can be tailored to every area/region by inserting local meeting schedules.

The following are some frequently asked questions during initial phone calls. Many requests can be handled easily over the phone and require little or no other follow up.



Q. Can you provide updated information for a directory listing of self-help groups (or any other type of phone/contact list). How should N.A. be listed?

A. Usually they will want a service office address and number as the main heading (should the WSO be used?) Check the geographic parameters of the listing. In any case, encourage them to indicate something like "contact with Narcotics Anonymous in your community can be made through the local phone directory."

N.A. may be listed under "self-help," "drug abuse," "community services," and/or other related categories.

Q. Do we provide public information speakers/meetings outside of N.A.?

A. Yes. We have found this to be a good way to inform the general public of who and what we are.

The reasons for speaking are two-fold. First, it establishes awareness and communication between N.A. and the non-addict community. Secondly, there might be individuals at the presentation who need us and what we have to offer.

Q. What if the reporter wants to attend a meeting?

A. The reporter may attend open meetings only and should be accompanied by a member of the P.I. subcommittee. It's always best to provide the reporter with a copy of an anonymity statement. For an explanation on the difference between "open" and "closed" meetings, please refer to page \*\*.

Q. What if the reporter wants to bring a camera crew and take pictures at a meeting as part of the story?

A. NO!

Q. Why not?

A. Photographs taken at an N.A. meeting, regardless of whether it's a regularly scheduled meeting of N.A. or a meeting at any N.A. function or activity, can be a potential danger to individual members' anonymity.

Q. How about blackouts, silhouettes, or covered faces on camera?

A. Generally, this technique is used to protect the anonymity of persons engaged in or accused of criminal activities. We are working very hard to correct this negative image of the addict. Some addicts have been interviewed using rear upper torso camera angles. We have had more success with interviews which have been pre-recorded in a studio setting than recorded live or on location. The best way to insure our members anonymity, however, is to utilize non-addicts who have an understanding of our Fellowship, Steps and Traditions.

Even when it is unclear whether or not the media is requesting general information or an interview with an addict, we can never go wrong by having literature and a letter on hand to provide them with an immediate response and

clear, written information. Sometimes the media caller is unclear on what N.A. is and whether an interview with an addict is appropriate for their purposes. Often our literature can answer their questions better than we can and our open meetings can let them know what N.A. is when our words fall short.

When a reporter, producer or writer calls requesting an interview with an addict, your area/regional contingency plan should be put into effect immediately. SEE SECTION 3 ABOVE. The contingency plan ensures that no one is doing it alone. It helps us define geographical boundaries, it ensures N.A. unity and helps uphold the Twelve Traditions.

Contingency plans provide a guide and checklist which enable us to determine if the request is 1) appropriate for Narcotics Anonymous to handle at all and 2) appropriate for our particular area or region or requires joint action or needs to be referred to WSC P.I.

Often national media requests are referred back to the region/area in which the event will occur. The sections that follow provide guidelines for handling area and regional and national/international P.I. Media events. The role of the P.I. subcommittee will be discussed, as well as the role of the N.A. members who find themselves involved in some way. Whether you are an interview coordinator, interviewee, the member who answered the phone or the member who gets to welcome the newcomer who got the message due to our P.I. efforts, SERVICE IS A PRIVILEGE!

#### 4.2.A PRE-INTERVIEW COORDINATION

Point #1: At the time the contingency plan is put into effect, a coordinator should be selected who will be responsible for all direct contact with the media until the interview or project is completed. The coordinator is very often the P.I. Chairperson. The coordinator should be someone other than the person(s) to be interviewed in order to avoid giving out phone numbers or work places of the interviewees. The coordinator is responsible for keeping the area or regional or world P.I. media contingency group informed of ongoing progress and any last minute changes that may arise. The coordinator should agree ahead of time to prepare a report for the media contingency group at the end of the project. If the contingency is area or regional only, the coordinator should send a copy of the report to WSC P.I. in care of the WSO. This insures continued evaluation of our procedures and decisions in order to help us improve our effectiveness in dealing with the media and national organizations.

The coordinator needs information about the reporter and the paper or station they are from. This information should include; name, address, phone numbers, date of contact, probable date the information will be used, and the different papers or stations that will use the information.

Point #2: As soon as a request for an interview is received, the coordinator will make sure that (Press Kits are) express mailed or hand delivered to the people in the project:

- Executive producer of the show
- Producer
- Reporter (person doing the interview)
- N.A. interviewee
- N.A. member coordinating the interview

The Press Kits include literature, an anonymity statement, demographic data on N.A. (number of meetings, estimated number of recovering addicts, etc. which is available from the WSO upon request.) The N.A. members involved (interviewee and coordinator) should know what information has been given to the media and should have extra copies of the anonymity statement to give to the camera and audio crew at the shoot.

Point #3: The N.A. member to be interviewed must be someone with experience and knowledge of the Traditions. As trusted servants, our responsibility is to find N.A. members who can handle this type of interview "on their own." The coordinator should spend time with the possible interviewee and feel confident that they are not doing the interview for any personal gain, don't have an ax to grind, and fully appreciate the importance of maintaining their anonymity for themselves and for the Fellowship as a whole. As trusted servants, we have a responsibility to avoid putting someone in a situation that would be very difficult for them to handle. We also have the responsibility to find N.A. members who can best articulate N.A. recovery in an interview situation.

Point #4: Once an interview has been scheduled and an N.A. member or members have agreed to participate, it may be helpful for the interviewees to talk directly with the reporter or coordinator in order to get a better idea of what the interview will be like. The producer or reporter for a story may be concerned that the N.A. service structure is attempting to censor or control the interview situation, that the concern about anonymity was overstated, and that we were going to attempt to give them a line of propaganda rather than a personal interview. Having the interviewee(s) talk directly with the media contact may alleviate many of the producer's fears and make for a much smoother situation the day of the interview. The producer or reporter will usually want to know something about the person they will be interviewing ahead of time in order to better prepare themselves and to make sure they aren't wasting their time talking to someone who doesn't fit their story or show.

Point #5: Immediately after the interview, the coordinator should make clear records about the subject discussed, information revealed and other pertinent facts about the interview. A written or verbal report should be given to the subcommittee chairperson immediately after the interview is over.

Point #6: THE ANONYMITY OF THE N.A. MEMBER BEING INTERVIEWED SHOULD BE MAINTAINED WITHIN THE FELLOWSHIP AS WELL AS WITHOUT. The N.A. member(s) being interviewed may be concerned that they would have to deal with jealousy, judgments and opinions from other N.A. members about their participation in the interview. Most of us who agree to



be interviewed do so because it might help an addict who is out there using but we do not want it to adversely affect our own recovery within N.A. The identity of the N.A. members involved should be disclosed only on a "need to know" basis.

#### 4.2.B SAMPLE INTERVIEW-QUESTIONS AND ANSWERS

Following are some questions and answer formats which seem to come up frequently when contact occurs from newspapers, magazines, radio and T.V. Every P.I. committee should study and discuss these sections in preparation for any media contact. (Note: Both questions and answers are only samples.) Answering questions about our Fellowship is easy and can be very informative if we remember three things:

- 1.) The first thing to remember is to use one of the best tools we have for providing information about our Fellowship. THE BASIC TEXT. It contains a wealth of information about almost every aspect of the program. You can feel safe quoting from it.
- 2.) The second thing to remember is that the person asking the questions will usually have only a limited knowledge about N.A. Because of this, whatever you end an answer with will usually help lead the interviewer into the next question. So, the better informed you are about your answer, the better prepared you are for the next question.
- 3.) The third thing to remember is that every question has an answer. Any question, no matter how obscure it may seem, can be used to give information about Narcotics Anonymous.

These three things can best be shown by the following example:

**Q:** Question

**S.A.:** Suggested Answer

**Q.** How do you feel about the "war on drugs"?

**S.A.** Our Tenth Tradition says that Narcotics Anonymous has no opinion on outside issues, hence the N.A. name ought never be drawn into public controversy. The "war on drugs," specific drug usage or drug education are issues that are outside the purpose of our Fellowship. In N.A. we deal only with recovery from the disease of addiction. This tradition helps keep us focused on our primary purpose of carrying the message to the addict that still suffers.

**Q.** What is the "N.A. message"?

**S.A.** Our message is that an addict, any addict, can stop using, lose the desire to use, and find a new way of life. It is a message of hope and a promise of freedom.

**Q.** Is N.A. only for narcotics addicts?

**S.A.** No. We believe our problem is not the use of any specific drug or group of drugs. Our problem is the disease of addiction, and our program is one of abstinence from all drugs.

Q. What about dual addiction?

S.A. The term dual addiction has no application for us. We believe there is one disease, regardless of drugs used. All addicts are welcome in N.A. We make no distinction among them.

Q. What is the difference between "open" and "closed" N.A. meetings?

S.A. An "open" meeting is one which non addicts may attend to see how N.A. functions. A "closed" meeting is only for those who are there because of their own addiction problem.

Q. When did N.A. start?

S.A. N.A. began when several addicts, who were seeking recovery held their first meetings in Southern California in 1953. The primary desire in the beginning was the same as it is today, to save the lives of suffering addicts, to provide answers that would help addicts live clean and recover from the disease of addiction. Since then, the Fellowship of Narcotics Anonymous has experienced a tremendous amount of growth. By mid-1987, the number of weekly meetings had increased to over 10,000 in over 40 different countries. We are growing at the rate of about 50% annually and the end of this expansion does not appear on the horizon soon. (You may wish to add information on when N.A. started in your area.)

Q. What is the Basic Text?

S.A. In 1982, the book NARCOTICS ANONYMOUS was first published. In its pages the disease of addiction is described by recovering addicts who share their personal experiences, strength and hope. This book outlines a better way of life and became known as the Basic Text of Recovery. It provides general information and discussion about the principles of recovery found in the Narcotics Anonymous Program.

Q. What's the difference between N.A., A.A. or any other Twelve Step Program?

S.A. The response should focus on the First Step, the fact that N.A. deals with the disease of addiction, not any specific drug.

Q. What is your World Service Office?

S.A. Refer to WSO info. sheet.

Q. Who funds N.A. and how much does it cost?

S.A. We decline any outside contributions; our Fellowship is entirely self-supporting. A collection is taken in our meetings to cover our expenses and whatever is left over goes to support services such as phonelines to further our primary purpose.

Q. Who can become a member of N.A.?

S.A. Any addict can be a member of Narcotics Anonymous. The only requirement for membership is the desire to stop using. Anyone may join us regardless of age, race, sexual identity, color, creed, religion or lack of religion.

Q. What unique service does N.A. offer?

S.A. The unique aspect of our program is our approach to the disease of addiction: The therapeutic value of one addict helping another to recover. We share our experience, strength and hope with anyone who wants our way of life. We feel that our way is practical, for a recovering addict can best understand and help another addict.

Q. What is the best way to get N.A. help for a person with a drug problem?

S.A. Get the number of Narcotics Anonymous from your local phone listing. Give the number to the person and suggest they call.

Get information where and when local N.A. groups meet and suggest the person attend a meeting (local meeting lists are often available upon request through the helpline or contact World Service Office at: P.O. Box 9999 Van Nuys, CA 91409).

#### 4.2.C SOME INSIGHT ABOUT REPORTERS:

If the reporter learns from any source about the participation of a "public person" (a professional sports figure, entertainer, etc.) they may go to almost any lengths to get information, even an acknowledgement of the individual's membership in N.A.

Reporters are people doing a job. They have a responsibility to their editors and papers or stations to produce stories that contain facts, revealing facts if possible, including names and other specific items that they believe are important. They will direct the questioning in ways that they believe will be informative to their audience as a whole. The story, as they envision it in their minds, may not necessarily involve information that you feel is important for them to know about N.A. Your task is to respond to their needs and to our needs by providing positive information that does not cause problems for you or the Fellowship.

Reporters are trained to use every item of information that comes to them, written or orally. If you mention names of people, events or places, they will record that, whether on paper, with their equipment or in their minds, and use it, even if you think they missed it. If you reveal something to a reporter that should not have been stated, such as an anonymity break, you must-immediately before the next word is spoken-ask that item of knowledge not be reported. If you do not immediately make that request, it may be too late. They are not likely to respond favorably to a phone call the next day with the same request.

There is a difference in the objectives of reporters and P.I. subcommittee members. The reporter is responsible for obtaining information for a story that is better if it has specific names, dates, places and phone numbers. They will particularly want to know about the relationship of the members and the



Fellowship to drug use generally and about specific levels of drug use for certain drugs. They will want to know the relationship of members to former suppliers and others currently using.

The task of the P.I. subcommittee is to take advantage of opportunities in talking with reporters to provide information about Narcotics Anonymous, NOT to provide information for an expose. It may take some experience and patience to steer clear of giving answers to such questions as illustrated above, but it is important to do so. Our experience has shown that reporters questioning often relates to specific substances or issues. Although direct answers to these would seem to be in violation of our Traditions, it is possible to answer reporters in such a way as to provide more information while protecting the integrity of our spiritual principles.

#### 4.3 INITIATING MEDIA REQUESTS

In addition to responding to requests from the media, some area and regional P.I. committees have taken it upon themselves to contact newspapers, radio and television stations. In addition to the information listed previously for reporters overall, there are several other points to consider in this type of P.I. effort.

1. Make a contact list of the stations in the area. Call the station and ask for their mailing address and the names of the station manager, program director, public service director (PSD) and the news director. This is important for you will be using them all at a later time.
2. Then pick the station you want to use first and call to make an appointment with whoever handles PSA's. Have available different types and lengths of PSA's.
3. If you receive an appointment, then you have the opportunity to take written information in order to share about who we are and what we are trying to do. Usually, we share a little about ourselves.
4. Remember to present information only. Don't promote! The media has no responsibility to follow our Traditions, that is our job.
5. Wherever possible, quote from or discuss N.A. Conference-Approved literature. This will insure a consistent message and provide information on the literature we have available.
6. All persons involved in the contact should feel prepared, be polite and be patient! Creating a good rapport with the media will make future contacts more productive.
7. If the Public Service Director doesn't have time for an appointment, ask them if you can drop a PSA off at the front desk (be sure to call back later and ask if they received it and when they'll be finished with it). In each case, try to find out when they would start airing.
8. Immediately after the contact is made, send a thank you note for the appointment and/or their time regardless of whether you got to see them or not.

9. In about two weeks, call the PSD and inquire when you might pick up your copy of the tape. This serves two purposes. One, the PSA won't get lost in the shuffle, Two, it offers you the chance to enhance the relationship and show continued interest.
10. Always report to the ASC/RSC about which stations have the spot and ask groups to let you know if a member reports seeing it. This gives the opportunity to send another thank you letter to the station. This time, send it to the station manager, thanking him for the station's efforts in carrying the message of recovery to the community.
11. Call the PSD regularly and ask if anything is needed.
12. Take a new selection to each of your stations every six months and review their commitment.
13. Keep a calendar of contact dates and action taken.

As always, regional and area boundaries must be considered prior to any contact. Although you may feel quite prepared for the outcome of any media contact, an area that might be affected by the contact may not feel prepared.

The advantage of this type of contact is that you are asking the media to broadcast our message, rather than fulfilling their informational needs. It is therefore important to have all information to be presented prepared prior to the actual contact.

#### SOME POINTS TO REMEMBER--

Don't get frustrated if your PSA effort does not seem to be resulting in new members or increased phonenumber activity. At first, there may be a good deal of concern about phonelines being flooded with calls. In many cases, the amount of incoming calls stay about the same. Remember our primary purpose and if just one addict calls, it's worth the effort.

You may start getting more calls from concerned individuals and organizations requesting written information. Advance preparation for this is a good idea.

There are several thousand, non-profit groups competing for the limited amount of free air time. In the past, the U.S. Government required that the stations provide free air time but that has been de-regulated now. The station decides how much air time is available and that's not much.

You might ask that the running times be after 11:00 p.m. and before 6:00 a.m. and you will have a better chance of getting them run. Most non-profit groups want prime time and there isn't much. It seems like many addicts watch TV during that period of time. We have been happy with that.

#### 4.3.A LOCAL PROGRAMMING

Most stations produce their own local community service/action programs. These are usually thirty minutes to one hour in length. Call the station and ask

for the producer or assistant producer of the show. Ask them if they need a new topic for one of their shows. If yes, arrange time, send them information on N.A. and start getting ready. If no, thank them for their time and send them information. Usually, the ones who say no will give you a scheduled time on the second call after they receive your written information. Either way, we call each program monthly.

Keep abreast of any activities of the local media regarding drugs or addiction. This will help you know when the time is most appropriate to make your contact.

Many papers/stations have public service projects on a periodic basis, ranging from awareness days to fairs to simply listing information on local services. Initiating a contact in connection with these projects can be an opportunity to provide the public with information on N.A. on a recurring basis with regularity and oftentimes less work.

Talk shows are always in need of and grateful for a new idea or story. There is so much talk in the media about the negative area of drug abuse. Call and offer them the other side of the story.

Inviting the would be host to attend an open meeting can be of great benefit. She/he will then be able to ask informed questions, on the show, about what it's like at a meeting. Always explain the Twelve Traditions prior to their attendance in order to protect the group.

Again, after each contact, follow up with thank you notes, N.A. information and the like.

#### 4.3.2. LOCAL NEWSCASTS

Although you may call news directors and give them our name as a contact it's a good idea to shy away from the news program. The reasons are:

- a. Short time notices
- b. Possibility of being picked up at a national level
- c. Editing can take our statements out of context
- d. High exposure to anonymity breaks
- e. Helpline number is hard to get on the screen

What about volunteers to speak and their selection? The first consideration is to select different speakers each time. By doing this, dissension and jealousy can be avoided. P.I. administrative members and coordinators should appear only when there is a "no show." Everybody should get a chance to speak but not a chance to be a star or representative. As for the volunteers, whenever the media is involved we never have a shortage.

In trying to keep the selection process simple speakers may come from the "helpline" list or P.I. subcommittee.

Important speaker assets include the following:

- a. The most clean time available in the area
- b. An active commitment to N.A.



- c. Prior service experience
- d. Experience in articulating N.A. recovery
- e. Working knowledge of the Twelve Steps and Traditions
- f. Good speaking ability

#### 4.3.C NEWSPAPERS

Almost all the newspapers have community meeting/happening sections in them. Get all the papers you can and determine the availability of the announcement section. Prepare a press release and mail them out.

The World Service Office has many items that can aid you in providing accurate and consistent information on the N.A. program. These items range from audio and video public service announcements, to press releases, to packets of information on the history and growth of N.A. worldwide. It will be important to give the media some information on the growth and history of N.A. in your area and region as well. The actual amount and type of information appropriate for a contact of this type will depend on the size of the media audience, the size and support available in N.A. in the area to be covered and the willingness of the media to honor your request. Regardless of the media's reaction to your request, you will have provided them with a view of N.A. recovery. If you continue to keep in touch with them, through follow-up or thank you letters, chances are you will have a very powerful avenue to carry the N.A. message.

#### 4.4 PUBLIC SERVICE ANNOUNCEMENTS GENERAL INFORMATION

General speaking, there are three types of PSA's for radio and TV.

- 1) Television--10, 20, 30 and 60 second spots supplied to stations on 3/4, 1 or 2 inch video tape.
- 2) Radio--"Canned" cassette or reel 10, 20, 30 and 60 second spots.
- 3) Typewritten spots read by the station's disc jockeys.

#### SUGGESTIONS

Quality is more important than quantity. Go slowly, be careful and be thorough.

Keep records.

Be sure that radio and TV tapes are stored in a cool, dry, dark area. Heat and water can quickly ruin tapes.

Be sure spots have the name and phone number of a P.I. contact, spot length and title particulars on labels, both on tape and case.

A 10 second spot has approximately 20 words.

A 20 second spot has approximately 50 words.

A 30 second spot has approximately 75 words.

A 60 second spot has approximately 150 words.

(See Appendices 10 and 11 for scripts of radio and TV P.S.A.'s available from the World Service Office).

Use spots provided by the world or regional level P.I. committee whenever possible.

Do not hand write or print. Use typewritten spots only. Use "8 1/2 x 11" white bond paper. Provide only one announcement per page. The copy must be clear and easy to read. Do not fold or staple the paper. Do not use abbreviations. Use double spaces, and upper and lower case type. A sample set of a properly prepared radio spot is provided in the above mentioned appendices.

#### APPENDIX 7: RESPONSE LETTER

Dear:

In response to your request, the purpose of this informational packet is to acquaint you with Narcotics Anonymous. N.A. is a fellowship of recovering addicts who meet regularly to help each other stay clean. We charge no dues or fees; we are self supporting through our own contributions.

Enclosed, you will find pamphlets that further explain the N.A. program. These are available in Spanish as well. Please note the meeting directory, which lists all current meeting in your area. For meetings open to the public (i.e. non-addicts), please refer to the meeting list. We have included an order form should you wish to purchase additional literature.

We also operate a "helpline," staffed by clean addicts, to aid those who want to stop using. Our number is \_\_\_\_\_.

If you have any further questions or we can be of further help to you, please contact the Public Information Committee at the above address.

Sincerely,

Public Information Chairperson

### **WORLD SERVICE CONTINGENCY PLAN**

This outlines how contacts with Narcotics Anonymous by National or International electronic or print media should be handled.

It is very important to ask every national or international electronic or print media the following:

What is the audience exposure likely to be? (Will it be a local, regional, national, or international broadcast or print story?)

How is the information going to be used? (Is it in the context of the article or program appropriate for our message of recovery?)

What are the scheduling and deadline requirements?

As an International Fellowship we need specific national or regional guidelines to ensure maximum support for members handling the media contacts. The trusted servants that are specified in these plans should have the most extensive experience possible both in public information work and in personal recovery. The principles contained in the guidelines below may be adapted to the needs of Narcotics Anonymous Communities around the world. These should be adhered to in those countries where the trusted servants listed below are available.

#### **NATIONAL OR INTERNATIONAL MEDIA CONVERGE THAT DOES NOT AFFECT A MEMBER'S ANONYMITY**

Responsibility for responding to media requests shall be assigned to the WSO P.I. Coordinator in conjunction with any one of the persons listed below:

- A. The WSC P.I. Chairperson or Vice-Chairperson. If they cannot be reached the WSC Chairperson or Vice-Chairperson should be reached.
- B. The World Service Office Administrative Assistant or the World Service Office Executive Director.
- C. The Board of Trustees member assigned to WSC P.I. and/or the Chairperson of the WSB. If both of these are unavailable the trustee geographically closest to the media contact should be reached.

#### **NATIONAL OR INTERNATIONAL MEDIA CONVERGE WHICH AFFECTS A MEMBER'S ANONYMITY**

Contacts involving member's anonymity require prompt response from every World Service branch. One or more of individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contact may require the presence of a trustee or World Service Conference P.I. committee members assigned to that region.

Certain types of electronic media coverage involving video or film crews may require the presence of a non-addict trustee to be interviewed on camera in order to insure protection of our member's anonymity.



