

WNIR Literature Subcommittee Guidelines

Draft 12/17/2023

Article I: Name

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

Section 2: This is a standing committee of the WNIRSC.

Article II: Purpose

Section 1: a) Support the area Literature Subcommittees and trusted servants in our primary purpose, by helping them deal with their basic situations and needs. Thereby encouraging growth and unity of the fellowship.

b) Coordinate literature projects throughout the region.

c) Provide a forum and an atmosphere where our members may contribute to the process of creating and developing our literature.

Article III: General Membership

Section 1: General Membership in the RLS shall be open to all NA members sharing the stated purpose of the subcommittee.

Article IV: Trusted Servants

Section 1: The administrative subcommittee shall be a Chairperson, a Vice Chairperson and a Reporting Secretary. These trusted servants shall perform the duties prescribed by the RLS guidelines, and other duties as designated by the subcommittee.

Section 2: a) Chairperson

- The Literature Chairperson's job description shall be taken out of the NAWIS Literature Handbook that describes NA Literature Subcommittees.
- Shall communicate with the areas as to the location

of the next RLS meeting, date, time, and, if need be, directions and logon information for the zoom platform.

- Shall make the RLS meeting agenda available to all members of the RLS meeting in attendance.
- Shall attend the RLS and RSC meeting quarterly.
- Shall communicate quarterly with RLC Administrative Subcommittee.
- Perform other duties as may be assigned by RSC and RLS.
- Shall be voted and elected for the position at the RSC.
- Term of service is for one (1) year.
- Shall be required to stay within the RSC budget for literature expenses.
- Responsible to organize a work agenda for each piece of NA literature that is out for review and input.

b) Vice-Chairperson

- The Literature Vice Chairperson's job description shall be taken out of the NAWS Literature Handbook that describes NA Literature Subcommittees.
- Shall provide a quarterly written report to the RLS.
- Shall assume the duties and responsibilities of the Chairperson and/or the Secretary in their absence.
- Shall perform other duties as may be assigned by the RLS.
- Shall be elected at the RLS.
- Shall be a term of one (1) year.

- Shall show a willingness to step into the Literature Chairperson position, if approved and voted upon at the RSC.
- Is required to attend the two RSC meetings prior to election, in October and January. Is encouraged to attend all RSC meetings.

c) Secretary

- The Literature Secretary’s job shall be taken out of the NAWS Literature Handbook that describes NA Literature Subcommittees.
- Shall be responsible for taking written minutes at the RLS meeting. The minutes shall be emailed (within 1 months’ time) to all Area Chairpersons who were present, members of RSC Administration Subcommittee, to those stated in the WNIR guidelines, and report minutes to Web Servant and the Secretary of RSC.
- Other duties as may be assigned by the RLS Chairperson.

Article V: Meeting Schedule

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

Section 2: Administrative Subcommittee meetings may be called by the Literature Chairperson with a minimum of thirty (30) days’ notice to all subcommittee members. All meetings shall be open to all RLS members.

Section 3: The subcommittee shall review the guidelines once a year at the July meeting. Any necessary amendments shall be made

and submitted to the RSC for approval in October.

Article VI: Voting

Section 1: Voting members of the RLS shall consist of:

- RLS Administrative Subcommittee members. The Chair shall vote only to break a tie.
- The Area Literature Subcommittee Representatives, including any NA member who is sitting in for any Area or subcommittee as designee.
- Any NA member who has expressed an interest in RLS by attendance at previous RLS, excluding Vice Chairperson and the Chairperson of RLS.
- Voting privileges can be retained in the event of absence by notifying a member of the Administrative Subcommittee.

Section 2: Voting members of the RLS Administrative Subcommittee shall consist of RLS trusted servants.

Section 3: Any member of the RLS may make a motion. Seconds must be made by a voting member.

Section 4: Motions may be amended or withdrawn at any time by the maker prior to voting. An amended motion must be re-seconded.

Section 5: A simple majority, minimum of three (3) voting members in attendance is required to pass all matters, except when specified elsewhere in these guidelines, with the exception of elections.

Article VII: Elections

Section 1A: The recommendation for the Regional Literature Chairperson, which is to be taken to the next RSC, will be decided at the January WNIRLS meeting, in addition, the elections of the Regional Literature Vice Chairperson and Secretary will take place in April as well.

Section 1B: To be eligible for election to the position of RLS Chairperson or Vice Chairperson, prior experience at the Area and Regional Literature Subcommittee level is highly recommended.

Section 2: To be eligible for elections to the position of RLS Secretary, prior experience (at any level of service) is suggested.

Section 3: Clean time requirements for the trusted servants are as follows:

- Chairperson – 3 years
- Vice Chairperson – 2 years
- Secretary – 1 year

Section 4: Any member of the subcommittee may nominate a qualified individual for an RLS position.

Section 5: A trusted servant may be removed from their position for non-compliance by written notification. A two-thirds majority of voting members present is required for removal. Non-compliance includes but is not limited to:

- Loss of abstinence (automatic resignation)
- Nonfulfillment of their duties
- Non-attendance at regular sessions of the RLS without prior notification to the RSC or RLS Administration Subcommittee.

Section 6: Any trusted servant resigning or removed from their position prior to the completion of the one (1) year term may be levied a six (6) month moratorium from holding an RLS position.

Section 7: The trusted servants shall be elected to serve a one (1) year term. Their term of service shall begin at the close of the RLS meeting in which they were elected.

Section 8: No member shall hold more than one RLS trusted servant position at a time. No member shall be eligible to serve more than two (2) consecutive terms in the same trusted servant's

position.

Section 9: RLS trusted servant positions shall be elected yearly by the subcommittee, except for Chairperson. The RLS Chairperson shall be elected by the RSC.

Section 10: In case of a mid-year removal or resignation of an RLS trusted servant, an interim shall be appointed by the Chairperson. Elections will be held to fill the interim position at the following RLS meeting.

Article VIII: Subcommittees

Section 1: The RLS may establish subcommittees and Ad Hoc committees from time to time to carry on the work of the subcommittee. These subcommittees and Ad Hoc committees shall perform the duties prescribed by the RLS handbook.

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

Article IX: Spiritual Guidance

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

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

- The 12 Traditions of NA
- The 12 Concepts of NA
- A Vision of NA Service
- A Guide to Local Service
- The current Literature Handbook
- The current approved RLS guidelines

