

WNIR Literature Committee Guidelines

Revised October 2018

Article I: Name

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

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

Article II: Purpose

- Section 1:
- a) Support the Area Literature Committees and trusted servants in our primary purpose, by helping them deal with their basic situations and needs. Thereby encouraging growth and unity of the fellowship.
 - b) Coordinate literature projects 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 R.L.C. shall be open to all NA members sharing the stated purpose of the committee.

Article IV: Trusted servants

Section 1: The administrative committee shall be a Chairperson, a Vice Chairperson, and a Secretary. These Trusted servants shall perform the duties prescribed by the RLC Guidelines, and other duties as designated by the committee.

Section 2: a) Chairperson

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

- 9) The term of Service is for one (1) year.
- 10) Shall be required to stay within the R.S.C. budget for literature expenses.
- 11) Responsible to organize a work agenda for each piece of N.A. Literature that is out for review and input.

b) Vice-Chairperson

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

c) Secretary

- 1) The Literature Secretary's job description shall be taken out of the NAWS Literature Handbook that describes N.A. Literature Committees.
- 2) Shall be responsible to take written minutes at the R.L.C. meeting. The minutes shall be e-mailed (within 1 months' time) to all Area Chairperson's who were present, members of the R.S.C. Administrative Committee, to those stated in the W.N.I.R. guidelines, and report minutes to web servant and the secretary for R.S.C.
- 3) Other duties as may be assigned by the R.L.C. Chair.

Article V: Meeting Schedule

- Section 1: The committee shall meet a minimum of four (4) times a year. Time and location to be decided by the R.S.C. Day and location of the meeting shall be included in the previous R.L.C. minutes. Any revision of the meeting schedule must be approved by the full R.S.C.
- Section 2: Administrative Committee meetings may be called by the Literature Chairperson with a minimum of thirty (30) days' notice to all committee members. All meetings shall be open to all R.L.C. committee members.
- Section 3: The committee shall review the guidelines once a year at the July meeting. Any necessary amendments shall be made and submitted to the R.S.C. for approval in October.

Article VI: Voting

- Section 1: Voting members of the R.L.C. shall consist of:
- a) R.L.C Administrative Committee Members. The Chair shall vote only to break a tie.

- b) Area Literature Committee Representatives, including any NA member who is sitting in for any Area or committee as a designee
- c) Any N.A. member who has expressed an interest in the R.L.C. by attendance at previous R.L.C., excluding the Vice-Chairperson and the Chairperson of the R.L.C.
- d) Voting privileges can be retained in the event of absence by notifying a member of the Administrative Committee.

Section 2: Voting members of the R.L.C. Administrative Committee shall consist of R.L.C. trusted servants.
Section

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

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

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

Article VII: Elections

Section 1A: The recommendation for the Regional Literature Chair, which is to be taken to the next R.S.C., will be decided at the January W.N.I.R.L.C. meeting. In addition, the elections of the Regional Literature Vice-Chair and Secretary will take place in April as well.

Section 1B: To be eligible for election to the position of R.L.C. Chair, R.L.C. Vice-Chair, prior experience at the Area and Regional Literature committee level is highly recommended.

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

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

- a) Chairperson - 3 years
- b) Vice-Chairperson - 2 years
- c) Secretary - 1 year

Section 4: Any member of the committee may nominate a qualified individual for an R.L.C. position.

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

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

- Section 6: Any trusted servant resigning or removed from his/her position prior to the completion of the one (1) year term may be levied a six (6) month moratorium from holding an R.L.C. position.
- Section 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 R.L.C. meeting in which they were elected.
- Section 8: No member shall hold more than one R.L.C. 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: R.L.C. trusted servant positions shall be elected yearly by the committee, except for Chairperson. The R.L.C. Chairperson shall be elected by the R.S.C.
- Section 10: In case of a mid-year removal or resignation of an R.L.C. trusted servant, an interim shall be appointed by the Chair. Elections will be held to fill the interim position at the following R.L.C. meeting.

Article VIII: Subcommittees

- Section 1: The R.L.C. may establish subcommittees and Ad Hoc committees from time to time to carry on the work of the committee. These subcommittees and Ad Hoc committees shall perform the duties prescribed by the R.L.C. 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 committee shall not make any motion or take any action that conflicts with the 12 Traditions of Narcotics Anonymous.
- Section 2: The committee shall comply in all actions with the following documents in precession:
- a) The 12 Traditions of N.A.
 - b) The 12 Concepts for N.A. service
 - c) A Vision of N.A. service
 - d) A Guide to Local Service
 - e) The current Literature Handbook
 - f) The current approved R.L.C. guidelines
 - g) Parliamentary procedure adopted by this committee