

Guidelines of the Literature Subcommittee
Of the Central Washington Area Service Committee
Of Narcotics Anonymous

ARTICLE 1-NAME

- Sec. 1. Central Washington Area Literature Committee.
Sec. 2. This committee is a standing subcommittee of the C.W.A.S.C.

ARTICLE 2-OBJECT

- Sec. 1. The purpose of this subcommittee is to be supportive to the Central Washington Area groups in their primary purpose, by supplying them with WSO approved literature, and encouraging the growth and unity of the fellowship.

ARTICLE 3-MEMBERSHIP

- Sec. 1. General membership in the C.W.A.L.C. shall be open to all individuals who share the stated objective of the subcommittee.

ARTICLE 4-OFFICERS

- Sec. 1. The officers of the subcommittee shall be a Chairperson, a Vice-Chairperson, and a Secretary. These officers shall perform the duties prescribed by these guidelines, the Guide to Local Service, the current Literature Handbook, the parliamentary authority adopted by the committee, and other duties as designated by the committee.

Sec. 2. Job Descriptions

Chairperson As out of the Handbook for N.A. Literature Committees.

1. Coordinate with groups for the hosting of the C.W.A.L.C. meeting.
2. Be in attendance at the entire C.W.A.L.C. and C.W.A.S.C. meetings.
3. Be in attendance at the entire Regional Literature Committee meetings.
4. Other duties shall be assigned by the C.W.A.S.C.

Vice-Chairperson As out of the Handbook for N.A. Literature Committees.

1. To assume duties and responsibilities of said Chair in his/her absence at subcommittee meetings, C.W.A.S.C. meetings, or R.L.C. meetings.
2. Other duties may be assigned by the C.W.A.S.C.
3. Be in attendance at the entire C.W.A.L.C.

Secretary As out of the Handbook for Literature Committees.

1. Taking and mailing of minutes of the C.W.A.L.C. meetings within two weeks of said meetings.
2. Other duties may be assigned by the C.W.A.S.C.
3. Be in attendance at the entire C.W.A.L.C.

ARTICLE 5-MEETING SCHEDULE

- Sec. 1. The subcommittee shall meet at least once a month. Time and location to be determined by the subcommittee.

- Sec. 2. All meetings shall be open to all individuals who share the stated objective of the subcommittee.

ARTICLE 6-VOTING

- Sec. 1. Voting members of the C.W.A.L.C. shall consist of:
1. Any N.A. member who has expressed an interest in the C.W.A.L.C.
 2. The Chair shall vote only to break a tie.
- Sec. 2. Any member of the C.W.A.L.C. may make a motion or participate in discussion. Seconds must be made by a voting member.
- Sec. 3. Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
- Sec. 4. A simple majority vote is required to pass all matters, except when specified elsewhere in these guidelines.

ARTICLE 7-ELECTIONS

- Sec. 1. To be eligible for election to positions of C.W.A.L.C., prior experience at any level of service is suggested.
- Sec. 2. Suggested clean time requirements for officers are as follows.
1. Chairperson: 2 years.
 2. Vice-Chairperson: 1 year.
 3. Secretary: 6 mos.
- Sec. 3. Any member of the committee can nominate a qualified individual for a C.W.A.L.C. position.
- Sec. 4. A simple majority vote is required to elect these officers.
- Sec. 5. An officer may be removed from his/her position for non-compliance. A two-thirds majority of voting members present is required for removal. Non-compliance includes, but is not limited to:
1. Loss of abstinence (automatic resignation).
 2. Non-fulfillment of his/her duties.
 3. Non-attendance at a regular session of the C.W.A.L.C. without prior notification.
- Sec. 6. Any officer resigning or removed from his/her position prior to the completion of the one year term by a two thirds majority of the voting members may be levied a six month moratorium from holding a C.W.A.L.C. service position.
- Sec. 7. The officers shall be elected to serve a one year term or until their successors are elected, and their term of service shall begin at the close of the C.W.A.L.C. meetings in which they are elected.
- Sec. 8. No member shall hold more than one C.W.A.L.C. position at one time, and no member shall be eligible to serve more than two consecutive terms in the same officer position.
- Sec. 9. C.W.A.L.C. officer positions shall be elected yearly by the committee except for the chairperson. The C.W.A.L.C. chairperson shall be elected by the C.W.A.S.C.
- Sec. 10. In cases of mid-year removal or resignation of a C.W.A.L.C. Officer except for the C.W.A.L.C. chair, an interim shall be appointed by the C.W.A.L.C. chair at the time of removal or resignation, with elections to fill the interim position at the following C.W.A.L.C. meeting.
- Sec. 11. Elections shall be at the regularly scheduled monthly ASC October meeting. Nominations shall begin in August. Terms will commence at the close of the meeting at which they are elected.

ARTICLE 8-SUBCOMMITTEES

- Sec. 1. The C.W.A.L.C. may establish sub-committees from time to time to carry on the work of the committee. These sub-committees shall perform the duties prescribed by these guidelines, the Guide to Local Service, Parliamentary authority adopted by this committee, the Handbook for N.A. Literature and other appropriate subcommittee handbooks.
- Sec. 2. Special sub-committees may be appointed by the Chairperson, or they may be formed by motion upon approval by the voting members.

ARTICLE 9-SPIRITUAL GUIDANCE

- Sec. 1. The committee shall not make any motion or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.
- Sec. 2. The committee shall comply in all its actions with the following documents in precession: Guide to Local Service, current literature handbook, C.W.A.L.C. guidelines and Parliamentary procedure adopted by this committee.

ARTICLE 10-AMENDMENTS TO GUIDELINES

- Sec. 1. Any voting member may propose an amendment to these guidelines at a regular meeting of the C.W.A.L.C. The proposal must be seconded and submitted in writing at such regular C.W.A.L.C. meetings, then referred to the C.W.A.S.C. for approval. A two thirds majority of the voting members present is necessary to amend.
- Sec. 2. The amendment shall go into effect upon its approval by the C.W.A.S.C. unless motion to adopt specifies a time otherwise.