

GOLD COAST AREA POLICY MANUAL

LITERATURE REVIEW SUBCOMMITTEE POLICY

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LITERATURE REVIEW

SUBCOMMITTEE POLICY CONTENTS

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GOLD COAST AREA LITERATURE REVIEW SUBCOMMITTEE POLICY

1. PURPOSE

01 All Conference approved literature published for Narcotics Anonymous is produced from within the
02 Fellowship. These items may be initiated by individuals, but true group conscience is obtained
03 initially through the efforts of the Area Subcommittee. The Literature Subcommittee can initiate
04 and/or produce review form items. They should also use meetings and/or workshops to collect input
05 from the Fellowship on review and input form literature and to inform the Fellowship about approval
06 form literature so that a true group conscience can be forwarded through the service structure to the
07 World Service Conference.

2. SUBCOMMITTEE MEMBERSHIP

01 A. GENERAL MEMBERS

02

03 1) One (1) day clean time to get involved.

04

05 2) The willingness to fulfill the commitment.

06

07 DUTIES: It is required that you attend the Subcommittee meetings. If you are unable to attend,
08 please call the Chairperson or the Vice-Chairperson. If you do not call/attend for two (2) consecutive
09 meetings you lose your voting privileges until reestablished. Can assist in all work by this
10 Subcommittee. May provide ideas for new literature and input on review form items.

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15 B. VOTING PRIVILEGES

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17 1) Voting members of the Subcommittee shall be all literature Committee members, with the
18 exception of the Chairperson, who have participated for a period of two (2) consecutive
19 meetings. Privilege is established at the start of the third meeting.

20

21 2) Voting privileges are lost after missing two (2) meetings; privilege is reestablished after
22 attending two (2) consecutive meetings at the start of the third meeting.

3. SUBCOMMITTEE TRUSTED SERVANTS

01 **A. CHAIRPERSON**

02 Nominated and elected by the ASC.

- 03
- 04 1) Two (2) years clean time.
 - 05 2) Six (6) months prior involvement in the Literature Review Subcommittee.
 - 06 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions
 - 07 of Narcotics Anonymous.
- 08

09 DUTIES: Is responsible for review and input form and approval form literature from the World Service
10 Conference Literature Committee. Should hold meetings and/or workshops to inform the area
11 fellowship about these items and to collect input on these items and forward them to the Regional
12 Service Literature Committee and World Literature Committee. Arranges times and agendas for all
13 Subcommittee meetings and workshops and communication with other committees. Acts as liaison
14 between the Area and the Literature Subcommittee. Must attend all ASC meetings and give an oral
15 and written report to include a financial account of monies spent. Must attend the meeting with the
16 ASC Vice-Chairperson prior to the ASC. Is responsible for utilizing the most cost effective method of
17 preparing all materials, that is, review form literature, workshop materials (i.e.: hand copying,
18 collating, etc.). Must attend all RSC meetings. Should acquaint him/herself with the Gold Coast Area
19 Service Policy.

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24 **B. VICE-CHAIRPERSON**

25 Nominated and elected by the Literature Review Subcommittee from its voting members.

- 26
- 27 1) One (1) year clean time.
 - 28 2) Three (3) months prior involvement in the Literature Review Subcommittee.
 - 29 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions
 - 30 of Narcotics Anonymous.
- 31

32 DUTIES: Fills in for Chairperson when needed. Assists Chairperson in maintaining order in
33 Subcommittee meetings. Works closely with the Chairperson in planning and executing all the
34 committee's activities. Should attend all Literature Committee meetings.

35

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- 39 **C. SECRETARY**
- 40 Nominated and elected by the Literature Review Subcommittee from its voting members.
- 41
- 42 1) Six (6) months clean time.
- 43 2) Secretarial experience and some organizational ability.
- 44
- 45 Takes accurate minutes at Subcommittee meetings and will make copies available upon request.
- 46 Assists the Chairperson in typing and mailing all communication with other committees.

4. SUBCOMMITTEE MEETINGS and FINANCES

01 A. AGENDA FOR MEETINGS

02

03 1) Opening Prayer

04

05 2) Reading of the Twelve Traditions

06

07 3) Establish voting membership

08

09 4) Review Subcommittee guidelines

10

11 5) Old business

12

13 6) New business

14

15 7) Review business of the day

16

17 8) Announcements

18

19 9) Establish next meeting time and place

20

21 10) Close meeting with prayer of choice

22

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26 B. MOTIONS

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28 1) May be made and seconded only by voting members.

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33 C. QUORUM and VOTING

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35 1) A quorum is a simple majority of the voting members. Once a quorum is established at each
36 meeting, it stays throughout the meeting.

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38 2) In the event of a tie, the Chairperson will exercise his/her right to break such tie.

- 39
40 3) These voting procedures apply to regular Subcommittee meetings as opposed to workshops.
41
42 4) Anyone attending a workshop on review and input literature may vote.
43

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45
46
47 **D. BUDGET**

- 48
49 1) Annual budget for general operating expenses, these should include office supplies, art
50 supplies, postage, copies, meeting hall fees, etc.
51
52 2) RSC TRAVEL: The Chairperson, or Vice-Chairperson in their absence, are reimbursed up to
53 Fifty Dollars (\$50.00) for travel and hotel expenses per RSC. Monies can be obtained in
54 advance upon request.
55
56 3) All contracts committing the Gold Coast ASC or its subcommittees (except convention) to
57 amounts larger than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and ASC
58 Treasurer in conjunction with representatives from the committee wishing to enter into the
59 contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer in the
60 Chair's absence.