



PALM COAST AREA
LITERATURE DISTRIBUTION
POLICY SUBCOMMITTEE
GUIDELINES
REVISED 6/9/2013



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Purpose

1. The purpose of the literature distribution subcommittee is to procure NA conference-approved literature and related items and make it available for purchase by PCA members and groups at the scheduled monthly business meeting of the area service committee.
2. The subcommittee is responsible for maintaining the area's literature inventory holding a prudent reserve of literature. This amount will fluctuate from time to time based on the needs of our area either growing or declining in its size and needs, not to exceed 10% over PAR (see supplements). The subcommittee also serves as a communication link in all matters of literature between the group and literature committees on all levels – area, region, and world.

Subcommittee Structure

3. Administrative committee
4. Chairperson
5. Vice chairperson
6. Secretary
 - A. Volunteers

Qualifications

All committee members should have knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for NA Service

LITERATURE CHAIRPERSON QUALIFICATIONS

1. A minimum clean time requirement of two years continuous abstinence.
2. Willingness to serve.
3. Six months prior experience with a literature distribution subcommittee.
4. An understanding of the service structure of Narcotics Anonymous.
5. An understanding of the responsibilities of all areas of literature distribution.
6. Time, abilities and resources needed to meet the responsibilities of the position.

LITERATURE VICE CHAIRPERSON QUALIFICATIONS

1. A minimum clean time requirement of one-year continuous abstinence.
2. Willingness to serve.
3. Prior experience with a literature distribution subcommittee
4. An understanding of the service structure of Narcotics Anonymous.
5. An understanding of the responsibilities of all areas of literature distribution.

1 6. Time, abilities and resources needed to meet the responsibilities of the position.

2 **LITERATURE SECRETARY QUALIFICATIONS**

- 3 1. Minimum clean time requirement of 6 months continuous abstinence
- 4 2. Willingness to serve
- 5 3. Secretarial skills, taking notes, typing, organizational skills

6 **LITERATURE VOLUNTEERS QUALIFICATIONS**

- 7 1. A desire to stop using.
- 8 2. Willingness to serve.
- 9 3. A desire to develop an awareness of the Twelve Steps, Twelve Traditions and the Twelve Concepts for
- 10 NA Service.

11 **Responsibilities**

12 **LITERATURE CHAIRPERSON RESPONSIBILITIES**

- 13 1. Shall be ultimately responsible for the functioning of the subcommittee.
- 14 2. Shall maintain all files and records.
- 15 3. Gives guidance, direction, encouragement, and support to all committee members.
- 16 4. Represents the subcommittee at all ASC meetings and submits a monthly, written report of the
- 17 committee's sales and purchases from the previous month's ASC meeting.
- 18 5. Stays in contact with Region and World in regard to availability and development of new literature.
- 19 6. Is responsible for placing and taking delivery of the literature order.

20 **LITERATURE VICE CHAIRPERSON RESPONSIBILITIES**

- 21 1. Shall be in training for chairperson position.
- 22 2. Shall perform the duties of the chairperson in his or her absence.
- 23 3. Shall attend all ASC meetings.
- 24 4. Must be able to work hand in hand with the chairperson.

25 **LITERATURE SECRETARY RESPONSIBILITIES**

- 26 1. Keep an accurate set of minutes of all subcommittee meetings.
- 27 2. Keep up-to-date contact information for volunteers and remind them in advance to attend
- 28 subcommittee meetings and literature distribution for ASC

29 **Decision Making Procedures: Consensus-Based Decisions**

- 30 1. It is suggested that all subcommittee members:
 - 31 A. Should strive to remember that our personal recovery depends on unity.
 - 32 B. Should strive to utilize their personal recovery in all discussions, remembering that part of
 - 33 effective communication is listening with an open mind to all viewpoints.
 - 34 C. Strive to establish unity, common respect and trust for one another.
- 35 2. Whenever possible the subcommittee chair shall seek a plan of action which all subcommittee members
- 36 can "live with." This plan may not turn out to be anyone's ideal plan, but if all members can live with the
- 37 plan, we can move forward in unity.

- 1 3. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be
2 able to support. This type of discussion shall be encouraged until common ground is discovered and
3 adopted.
- 4 4. If after extensive discussion common ground cannot be arrived at, the chair shall suggest prayer and
5 meditation on the issue and shall table the discussion until later in the meeting, or until the following
6 meeting.
- 7 5. If after extensive discussion and prayer and meditation, common ground still cannot be found, the
8 subcommittee will resort to the motion and voting guidelines below. However, all members should
9 remember that by resorting to these guidelines, we risk a loss of unity.

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Motions

- 11 1. A motion can be made by any subcommittee member, including a volunteer member.
- 12 2. A motion may be seconded by the subcommittee vice chair or any voting member.

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Voting

- 14 1. All members with the exception of the chairperson may vote on motions
- 15 2. In the event of a tie, the chairperson may cast a tie-breaking vote

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Policy and Procedures

17 1. Elections

- 18 A. The chair for the literature distribution subcommittee is elected by the GSR of the ASC.
- 19 B. In addition to the suggested clean time requirements listed for the chair, six months' experience
20 serving on a literature distribution subcommittee would be required.

21 2. Literature Sales

- 22 A. The committee is responsible for the literature sales and collection of the money for the literature
23 sold at the ASC meeting. In the event of an emergency preventing ASC from meeting in person,
24 the Admin in cooperation with Lit Dist will determine a time and place to distribute literature if
25 groups are in need.
- 26 B. The money collected from literature sales is finalized with the treasurer at the end of each ASC
27 meeting.
- 28 C. The literature committee sets the price for literature based on the cost and needs of the area
29 adding appropriate state and local sales tax and shipping costs.
- 30 D. Backorders orders that could not be fully filled at the last ASC meeting will be filled first.
- 31 E. Orders submitted to the subcommittee will be paid for (MONEY ORDERS ONLY) and then filled
32 in the order in which they are received.

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Removal of Officers

34 1. Voluntary Resignation

- 35 A. Must be given in writing to the ASC chairperson.

36 2. Involuntary Removal

- 37 A. Missing two consecutive ASC meetings without notifying an ASC administrative committee
38 member.
- 39 B. Relapse during term of office.
- 40 C. Failure to adhere to PCASC and subcommittee guidelines.

41 3. Impeachment

- 1 A. Contingent upon intentional violation of the Traditions and/or failure to perform duties and
- 2 responsibilities.
- 3 B. The chairperson will give the individual notice in writing at least seven days prior to the ASC
- 4 subcommittee meeting.
- 5 C. The motion for removal will be presented at the ASC meeting with said due cause.
- 6 D. The respondent will be given an opportunity for rebuttal immediately following the presentation of
- 7 the motion.
- 8 E. A vote will be taken by closed ballot.
- 9 F. Two-thirds majority vote is required for impeachment.

10 **Supplements**

11 [Narcotics Anonymous Copyrights and Literature](#)

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