

Procedural Guidelines

Central Nova Area
of Narcotics Anonymous

www.centralnovaarea.ca

Literature Committee

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Concept One

To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

NOTE
The latest revision date shown
supersedes all previous revision dates.

Revision Date:

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CNA Procedural Guidelines - Literature Committee

Table of Changes

Date	Article and Page Number	Changes or Additions
31 May 2015	All	Draft revision approved by Literature Committee.
23 Aug 2015	All	Approved as amended by CNA ASC.
27 Sep 2015	XV pg 13	Add new subpara 1 to para 15.5.
27 Sep 2015	XV pp 14-15	Add paras 15.9 and 15.10.
25 Oct 2015	XVI pp 15-16	Add Art XVI Literature Exchange.
25 Oct 2015	XVII pg 16	Add Art XVII Infinity Medallions.
25 Oct 2015	XIV pg 13	Amend para 14.2 subpara 5.
29 Nov 2015	XX pg 20	Add NAWS definition.
29 Nov 2015	XVIII pp 18-19	Add Art XVIII Literature Printing.
29 Nov 2015	All	Add in-document hyperlinks to/from the Table of Contents.
29 Nov 2015	X pp 11-12	Add para 10.3.
29 Nov 2015	XIV pp 12-13	Delete para 14.2 subparas 1 and 3 to 6. Amend para 14.3.
28 Feb 2016	X pp 11-12	Amend para 10.3.
07 Aug 2016	XVI pp 16-17	Amend paras 16.2 thru 16.5. Delete para 16 table.
25 Sep 2016	XVIII 17-19	Add Article XVIII Speaker Recording Sales
25 Sep 2016	Appendix 1	Add Appendix 1 "Coordination of Speaker Recording Sales"
26 Feb 2017	VI pg 8	Amend para 6.3 subpara 1.2
26 Mar 2017	II, VI pp 5, 9	Add Alternate Treasurer
26 Mar 2017	X pg 13	Add conversion factor
28 May 2017	VI pg 9	Add Area mail box key holder duty
29 Oct 2017	XVIII pp 15-16	Amend paras 18.3, 18.5, 18.6. Add para 18.7
26 Nov 2017	III pg 5	Replace Article III Voting Policy with Article III Consensus-Based Decision-Making
26 Nov 2017	various	Amend Articles IV, VI, VII, VIII, IX, XX, and XXI. Housekeeping
28 Jan 2018	Appendix 1	Add Annex B "Speaker Copyright Release Form"

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Literature Committee Vision Statement

Written by members, our literature offers identification and a message of hope to the still-suffering addict. Recovery literature is an invaluable source of help for members, potential members, and those who want to help addicts.

The Literature Committee shall arrange and coordinate literature functions to encourage fellowship and help carry the message of recovery.

All tasks and roles shall be consistent with the spiritual principals of recovery. Honesty, trust, and goodwill are the foundation of our service efforts.

ARTICLE I Purpose

- 1.1 The purpose of these guidelines is to define the process and responsibilities for arranging and coordinating literature functions in Central Nova Area of Narcotics Anonymous.

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ARTICLE II Literature Committee Members

- 2.1 The Literature Committee consists of Literature Officers, and other committee members.
- 2.2 The five Literature Officers are:
 1. Chairperson;
 2. Vice-Chairperson;
 3. Treasurer;
 4. Alternate Treasurer; and,
 5. Secretary.

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ARTICLE III Consensus-Based Decision-Making

- 3.1 Consensus-based decision-making (CBDM) is a process by which a “common mind” of the committee is sought regarding the way forward on a particular proposal. CBDM is creative process that captures ideas in such a way that the result can be better than the original proposal.
- 3.2 As a cooperative process for making decisions in which everyone consents to the decisions of the group, CBDM requires practicing spiritual principles such as patience, open-mindedness, trust, faith, goodwill, and honesty. Our decisions reflect the integrated will of the group. As a problem-solving method for people working together, consensus preserves the interests and integrity of participants, and manifests the idea “we can do together what we cannot do alone” in a service setting.
- 3.3 Consensus, as an alternative to voting, avoids the “tyranny of the majority” that can reduce unity and compromise one’s commitment to any decision. It emphasizes cooperation and compromise, and avoids a competitive, win/lose scenario. The group determines norms and it is the Chairperson’s job to listen, echo/mirror ideas, and suggest how a proposal might address

concerns. A consensus-based process often means we come to a higher-quality decision. Participants are more likely to implement decisions they accept, and consensus makes acceptance more likely.

- 3.4 Commitment from each participant to focus on the issues at hand, and skilled facilitation by the Chairperson to encourage that focus, leads the committee toward consensus. The results of this process are a greater understanding of proposals, agreement among participants to move forward, and, if needed, modification of proposals (having been clarified during discussion) reflecting the will of the committee.
- 3.5 CBDM comprises four types of decisions: Assent and three types of Dissent, described below.
 1. ASSENT
 - 1.1 You support the proposal, all things considered. It may not mean you are in agreement with every aspect.
 - 1.2 You have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the final proposal.
 - 1.3 Assent is signified by remaining silent.
 2. DISSENT: The 3 types of dissent are:
 - 2.1 Assent with Reservation: *"I am willing to let a motion pass, but want to register my concerns."*
 - 2.2 Stand Aside: *"I personally can't do this, but I won't stop others from doing it."*
 - 2.3 Block: *"I cannot support this or allow the group to support this. It goes against our principles."*
- 3.6 Assent with Reservations procedure:
 1. To do so, raise your hand. When called on by the Chairperson, say *"Assent with reservations."*
 2. The assumption is that the reservations have already been heard, and you are simply noting that you can support the proposal and continue to have these reservations.
 3. If there are significant reservations about a proposal, the body may choose to modify or reword it.
- 3.7 Stand Aside procedure:
 1. A *stand aside* may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the proposal pass.
 2. Although a *stand aside* does not halt a proposal, it is often regarded as a strong "nay vote."
 3. *Stand asides* may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
 4. A sizable number (33% or more) of *Stand Asides* by the members present may indicate a consensus too weak to adopt the proposal.
 5. The proposal is then either dropped, or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.
 6. The concerns of group members *standing aside* are usually addressed by modifications to the proposal.

3.8 Block procedure:

1. A member who feels a proposal goes against NA principles may block it. They state which Tradition, Concept, or spiritual principle fundamental to NA is violated by the proposal.
2. Given that a proposal can be defeated by a sufficient number of *Stand Asides*, the *Block* should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal.
3. If consensus is blocked, or no reasonable consensus can be reached, the group stays with the subject's previous decision, or does nothing (if the proposal was for something new).

3.9 The CBDM process is shown graphically in Figure 1, and entails the following steps:

1. An idea (proposal) is brought to the committee's attention.
2. Once a proposal is presented, the proposer comments first, then the committee can comment.
3. The Chairperson then tests for consensus (straw poll) to measure the initial level of support for the proposal: "Is this what we want to do?" Straw polls give a sense of where the committee is on a particular proposal. Terms used by the Chairperson when describing the results of a straw poll are:
 - 3.1 Unanimous support (100% support);
 - 3.2 Consensus support (over 80% support);
 - 3.3 Strong support (2/3 support);
 - 3.4 Support (over 50% support);
 - 3.5 Lack of support (less than 50% support);
 - 3.6 Strong Lack of support (less than 1/3 support);
 - 3.7 Consensus not in support (less than 20% support); and,
 - 3.8 No support (zero support).
4. If yes (3a, b, or c), consensus is reached and steps are taken to put the proposal into practice.
5. If yes (3d), consensus is reached and steps are taken to put the proposal into practice; however, the Chairperson should address the concerns of those members not in support. Depending on the concerns raised:
 - 5.1 The proposal might be modified to address them; or,
 - 5.2 The unmodified proposal is put into practice.
6. If no (3e, f, g, h), the Chairperson asks about concerns raised regarding the proposal. Depending on the concerns raised:
 - 6.1 The proposal might be more clearly explained to address them, and another straw poll taken;
 - 6.2 The proposal might be modified to address them, and another straw poll taken; or,
 - 6.3 The proposal dies due to lack of support.
7. If the concerns raised are significant enough, the proposal may be blocked. The member who blocks must state which Tradition, Concept, or spiritual principle fundamental to NA is violated by the proposal.

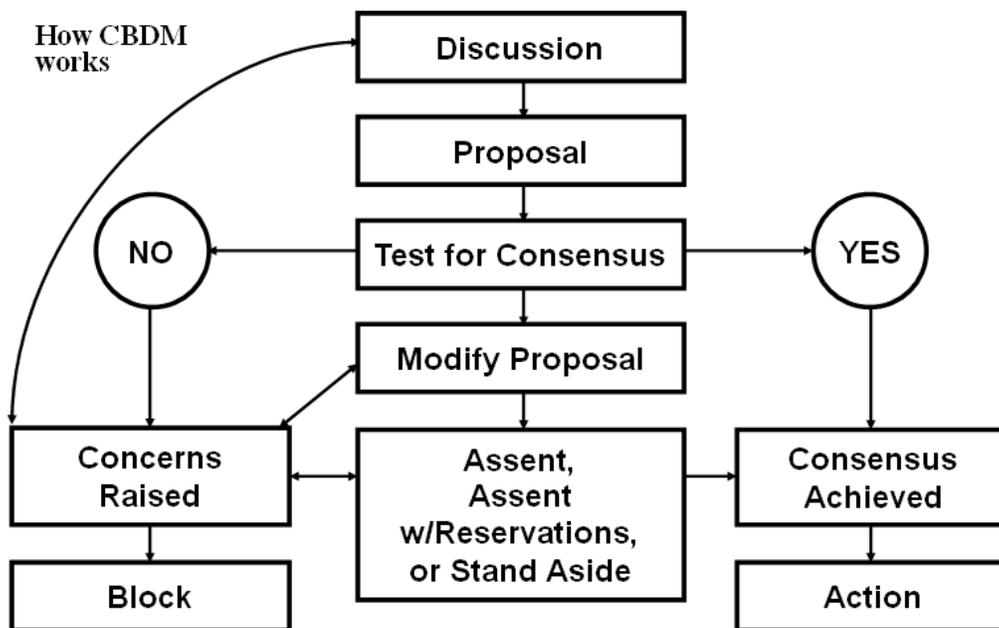


Figure 1 – Consensus-Based Decision-Making Process

3.10 All Literature committee members who attend two consecutive committee meetings are eligible to fully participate in CBDM, including the Chairperson. Committee members joining are able to participate in discussions, but not consensus. Attendance/non-attendance at special meetings has no impact on CBDM eligibility. Table 1 details CBDM eligibility.

<i>CBDM Eligibility Matrix</i>		Type of Committee Meeting	
		<i>Regular Monthly Meeting</i>	<i>Special Meeting</i>
A	A member joins the committee during a regular or special meeting	CBDM eligibility is suspended until the member attends their second Literature meeting Member can participate in discussions	Same as regular monthly meeting
B	A member attends their second committee meeting	Member fully participates in discussions and decisions	Same as regular monthly meeting
C	A member misses one committee meeting	Member fully participates in discussions and decisions upon their return	Missing special meetings has no impact on CBDM eligibility
D	A member misses 2 consecutive committee meetings, without prior notification to the Chairperson or Secretary	CBDM eligibility is suspended until the member attends their second consecutive committee meeting Member can participate in discussions	Missing special meetings has no impact on CBDM eligibility
E	An observer attends	Member can participate in discussions, but not in decisions	Same as regular monthly meeting

Table 1 – CBDM Eligibility Matrix

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ARTICLE IV **Procedures**

- 4.1 The standing rules of the Literature Committee are:
1. The 12 Traditions and 12 Concepts of NA;
 2. The Handbook for Narcotics Anonymous Literature Committee;
 3. WSLC Standing Rules of Order;
 4. A Guide to Local Services in NA;
 5. Central Nova Area Guidelines; and,
 6. These guidelines, as adopted, and amended as required. Guidelines with the latest date on page 2 take precedence. Refer to www.centralnovaarea.ca for the latest Revision Date of these Guidelines.
- 4.2 Fifty percent (50%) of eligible committee members, and at least one committee officer, must be present to constitute a functioning committee for consensus purposes.
- 4.3 If a functioning committee is not present, no business shall be conducted except for:
1. Filling of literature orders;
 2. Inventory verification counts (if required); and,
 3. Preparation of the Literature report for submission to the ASC.
- 4.4 Proposals brought to the Literature Committee's attention must be legibly printed:
1. In order for it to be understood by all; and,
 2. So it can be transcribed (if required) for the Literature Committee archives.
- 4.5 Blank Proposal Forms are available from the Literature Secretary at any committee meeting.

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ARTICLE V **Elections**

- 5.1 Nominations for all Literature Officers, and elections for all but the Literature Chairperson, are held at the September Literature Committee meeting. Nominees are required to attend their nomination and election meetings.
- 5.2 Election for the Literature Chairperson is held at the October ASC meeting.
- 5.3 Elected officers will take over their offices the month after elections.

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ARTICLE VI **Requirements and Duties of Literature Committee Officers**

- 6.1 **Chairperson**
1. **Requirements of the Chairperson:**
 - 1.1 Willingness, time, and resources to serve a one-year commitment;
 - 1.2 Have at least two (2) years continuous clean time;
 - 1.3 Be an active member of the committee for at least three (3) consecutive months;

- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document);
- 1.5 Completion of previous service commitments should be considered; and,
- 1.6 Willingness to resign all other elected positions at the Area level of service. See Article XVII for definition of elected positions at the Area level of service.

2. Duties of the Chairperson:

- 2.1 To arrange an agenda in cooperation with the Literature Committee, and preside over the monthly meeting, ensuring adherence to rules of procedure stated in Article IV, conducting the meeting with a firm, understanding hand;
- 2.2 To declare the meeting adjourned when Literature Committee votes to adjourn, or in the case of an emergency;
- 2.3 To recognize Literature members who are entitled to the floor;
- 2.4 To attend and submit a report to Area each month an Area Service meeting is held;
- 2.5 To be a signing authority for Literature bank account;
- 2.6 To act as Literature Distribution person on behalf of the Literature Committee and to appoint when necessary a Committee member to handle this task;
- 2.7 To act as liaison between ASC, RSC, and WSLC, when required;
- 2.8 To monitor the Gmail account and act upon communications activity;
- 2.9 To ensure Literature documentation on the CNA website are up-to-date; and,
- 2.10 To assume the responsibilities and duties of any unfilled Article VI Officer positions until such time as those positions are filled.

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6.2 Vice Chairperson

1. Requirements of the Vice Chairperson:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least one (1) year continuous clean time;
- 1.3 Be an active member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

2. Duties of the Vice Chairperson:

- 2.1 To assist the Literature Chairperson in their duties;
- 2.2 To assume the responsibilities of the Literature Chairperson in the event of the Chairperson being absent, ill, or away;
- 2.3 To be a signing authority on the Literature bank account; and,
- 2.4 To coordinate all Subcommittees of the Literature Committee in the spirit of cooperation.

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6.3 Treasurer

1. Requirements of the Treasurer:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least three (3) years continuous clean time;
- 1.3 Be an active member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

2. Duties of the Treasurer:

- 2.1 To be a signing authority on the Literature bank account;
- 2.2 To be custodian of the Literature Committee funds;
- 2.3 To submit a written report of contributions and expenditures at every regular Literature Committee meeting;
- 2.4 To keep track of inventory, prepare and send Literature Orders to WSO for inventory restocking as required; and,
- 2.5 To make an annual report of contributions and expenditures at the end of each service year (month prior to Area Elections).
- 2.6 To be a holder of a key to the Area mail box.

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6.4 Alternate Treasurer

1. Requirements of the Alternate Treasurer:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least two (2) years continuous clean time;
- 1.3 Be an active member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

2. Duties of the Alternate Treasurer:

- 2.1 To be a signing authority on the Literature bank account;
- 2.2 To work closely with and assist the Literature Treasurer with all treasurer related duties, especially Article X Fund Flow System, and Article XV Order Processing. See duties of Treasurer.

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6.5 Secretary

1. Requirements of the Secretary:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least six (6) months continuous clean time;

- 1.3 Be an active member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

2. **Duties of the Secretary:**

- 2.1 To call the Literature Committee meeting to order, in the absence of the Chairperson and Vice-Chairperson, and preside until a temporary Chairperson is appointed;
- 2.2 To keep accurate minutes of each Literature Committee meeting;
- 2.3 To maintain Literature Files and Archives;
- 2.4 To keep track of and update the Literature Committee Membership list;
- 2.5 To keep track of Literature Committee member attendance for CBDM purposes;
- 2.6 To distribute copies of the minutes to each Literature Committee member within ten days of the past meeting;
- 2.7 To forward copies of that term's Literature Committee minutes (October to September) to the Central Nova Area Archivist after September's Literature Committee meeting; and,
- 2.8 To have copies of Literature Guidelines available for new or other members.

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ARTICLE VII **Other Requirements and Restrictions of Literature Officers and Members**

- 7.1 Literature Officers should serve no more than two (2) consecutive terms in any one office. A term is considered to be greater than six (6) months up to 12 months. A period less than six (6) consecutive months is not considered a term.
- 7.2 Clean time may be waived by strong support (2/3 majority) of eligible members present, following careful consideration of the associated risks to the member, and to CNA as a whole.
- 7.3 All Literature Committee members are responsible to:
 1. Allow full participation by all Literature Committee members;
 2. Observe the spiritual principles of the NA program by respecting other Literature Committee members and observers; and,
 3. Remain for the full meeting of the Literature Committee.

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ARTICLE VIII **Removal of Officers**

- 8.1 Any Literature Officer may be removed from their position for noncompliance. Strong support for the removal (2/3 majority) from all eligible members present is required, except in the case of loss of abstinence.
- 8.2 Noncompliance includes, but is not limited to:
 1. Loss of abstinence (automatic removal);
 2. Non-fulfillment of the duties of their positions; and,

3. Absence at two (2) consecutive regularly monthly business meetings of the Literature Committee without prior notification to any Literature Committee Officer.
- 8.3 Literature Officers may resign by providing written notification to the Literature Chairperson one (1) month prior to the date such resignation takes effect.
- 8.4 If the Literature Officer resigning is a signing officer of the Literature Committee bank account, they must provide a letter stating they wish to have their name removed from the bank account.

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ARTICLE IX Literature Committee Meetings

- 9.1 The regular monthly business meetings of the Literature Committee are held on the same day as the Area Service Committee meeting, unless otherwise directed by the Literature Committee.
- 9.2 Special meetings may be called by the Chairperson or any other eligible member.
 1. The purpose of the meeting shall be stated;
 2. No business other than that which is stated may be conducted; and,
 3. At least seven (7) days notice shall be provided, unless exceptional circumstances dictate otherwise. Those exceptional circumstances shall also be stated in the special meeting request.

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ARTICLE X Fund Flow System

- 10.1 The Literature Committee will adopt a prudent reserve, as approved by the ASC. The prudent reserve will be based on a 3 month inventory plus sufficient funds to place a WSO order and conduct business.
- 10.2 One hundred percent (100%) over and above the prudent reserve shall be contributed to the Central Nova Area Service Committee during the monthly ASC meeting.
- 10.3 A pricing matrix (mathematical formula) is used to calculate selling prices of all literature stock.
 1. The matrix takes into consideration various factors, such as the price NAWS charges, shipping/handling/postage, the cost of processing the order (eg- money orders), and imparts a small profit when sold. Any profit is applied to the functioning costs of the Literature Committee, with the excess forwarded in accordance with para 10.2.
 2. The matrix varies in its profit calculations, ensuring that some items of special importance to recovery are sold at a lower cost to the buyer.
 3. The formulation of the matrix is: $(A - B + C + D) \times E + F = G$.

Where A = NAWS list price (USD);

B = Order volume discount (if applicable) (USD);

C = Shipping & handling costs (USD);

D = Taxes (USD);

E = Conversion rate of Canadian to US dollars;

F = A small profit to help offset changes in wholesale prices, and help Central Nova Area with its operating costs; and,

G = Price the Literature Committee charges in Canadian dollars.

4. For example, the pricing matrix for a \$16.50 Basic Text would be:

A	B	C	D	
US\$11.55 – US\$0.69 + US\$0.82 + US\$1.74 = US\$13.42 (cost with volume discount)				
US\$11.55 – US\$0.00 + US\$0.87 + US\$1.89 = US\$14.31 (cost with no volume discount)				
	E	F	G	
US\$13.42 = CA\$16.10+ CA\$0.40 = CA\$16.50 (\$0.40 profit with volume discount)				
US\$14.31 = CA\$17.17+ CA\$0.00 = CA\$17.17 (\$0.67 loss with no volume discount)				

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ARTICLE XI Literature Committee Newsletter

- 11.1 The Literature Committee will set up a subcommittee under the Literature Committee to fulfill the duties of the Area Newsletter, subject to paragraph 11.2.
- 11.2 The Newsletter shall only go out to the Fellowship on a regular basis as long as there are members of the Newsletter Committee to serve to put out the Newsletter.

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ARTICLE XII Literature Review and Input

- 12.1 Literature reviews and input will be conducted following NAWS procedures.
- 12.2 The Literature Committee will set up and announce special workshops for Literature Review, whenever draft literature is available from NAWS.
- 12.3 The Vice Chairperson shall conduct such workshops, or appoint a member of the committee.

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ARTICLE XIII Starter Package

- 13.1 The Literature Committee will have one (1) Starter Package on hand at all times. As one Starter Package is sold, another one will be assembled. Ten (10) of the latest CNA meeting lists are included when the Starter Package is provided, ensuring the most up-to-date meeting info for the new group.
- 13.2 A sample Starter Package might consist of:

Item	Description	Qty
1101	Basic Text	1
1112	Just For Today	1
1500	NA White Booklet	3
1600	The Group Booklet	1
9130	Group Readings (set of 7)	1
2202	Group Business Meetings	1
2203	Group Trusted Servants: Roles and Responsibilities	1
2204	Disruptive and Violent Behavior	1
2205	NA Groups and Medication	1

2206	Principles and Leadership in NA Service	1
2207	Social Media and Our Guiding Principles	1
3101	IP #1 Who, What, How, and Why	5
3102	IP #2 The Group	5
3105	IP #5 Another Look	5
3106	IP #6 Recovery and Relapse	5
3107	IP #7 Am I an Addict?	5
3108	IP #8 Just For Today	5
3109	IP #9 Living the Program	5
3111	IP #11 Sponsorship	5
3112	IP #12 The Triangle of Self-Obsession	5
3113	IP #13 By Young Addicts, For Young Addicts	5
3114	IP #14 One Addict's Experience with Acceptance, Faith, and Commitment	5
3115	IP #15 PI and the NA Member	5
3116	IP #16 For the Newcomer	5
3117	IP #17 For Those in Treatment	5
3119	IP #19 Self-Acceptance	5
3120	IP #20 Hospitals and Institutions Service and the NA Member	5
3121	IP #21 The Loner - Staying Clean in Isolation	5
3122	IP #22 Welcome to Narcotics Anonymous	5
3123	IP #23 Staying Clean on the Outside	5
3124	IP #24 Money Matters: Self-Support in NA	5
3126	IP #26 Accessibility for Those with Additional Needs	5
3127	IP #27 For the Parents or Guardians of Young People in NA	5
3128	IP #28 Funding NA Services	5
3129	IP #29 An Introduction to NA Meetings	5
2110	Group Treasurer's Workbook	1
4100	Key Tag – Welcome	10
4101	Key Tag - 30 Days	10
4102	Key Tag - 60 Days	10
4103	Key Tag - 90 Days	5
4104	Key Tag - 6 Months	5
4105	Key Tag - 9 Months	5
4106	Key Tag - 1 Year	5
4107	Key Tag - 18 Months	5
4108	Key Tag - Multiple Years	5
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13.3 Contents of the Starter Package may vary due to availability of items.

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ARTICLE XIV CNA Meeting List

- 14.1 The CNA Meeting List is a pamphlet that details each group's name and meeting location, date, time-of-day, and other information the reader may find helpful.
- 14.2 The Literature Committee is responsible for printing an appropriate number of meeting lists for dissemination at each ASC meeting.
- 14.3 Due to the possibility of changes being made after the meeting list is printed, the most accurate CNA meeting list would be the one posted to the CNA website: www.centralnovaarea.ca.

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ARTICLE XV Order Processing

- 15.1 Order processing begins with the order maker making and submitting a literature order.
- 15.2 There are three types of literature orders:
1. Orders containing payment (from an NA group or individual member, or a Subcommittee other than Public Relations);
 2. Orders not containing payment (from Outside Agencies via the Public Relations Subcommittee); and,
 3. Orders for literature stock replenishment (made and submitted to NAWS by the Literature Committee Treasurer).
- 15.3 Upon receiving orders pursuant to paragraphs 15.1 or 15.2, the Literature Committee will ascertain the legibility of the order, confirming with the order maker if required, and will keep the enclosed payment secure.
- 15.4 Three committee members are required for order processing:
1. One member selects the ordered items (the Selector);
 2. A second member double checks the order (the Double Checker); and,
 3. The treasurer, or another committee member, fills out the order invoice (the Invoice Maker).
- 15.5 The Selector:
1. Ensures the correct order form is used. If an out-dated order form is submitted, the selector provides the applicable order-maker with the correct order form. Order processing halts for that order-maker until the correct order form is submitted;
 2. Selects the first item on the order form;
 3. Paying close attention to the amount ordered, places the total amount of that item aside, and places a checkmark beside that item on the order form;
 4. Selects the next item, and repeats paragraph 3;
 5. When the last item has been checked off, places their initials on the upper-right corner of the order form;
 6. Places each filled order, accompanied by its payment, where a second committee member can double check it, informing them of the double checking requirement; and,
 7. Selects the next order, and repeats paragraphs 1 through 6 until all orders are filled.

15.6 The Double Checker:

1. Paying close attention to the amounts of each item ordered, places a checkmark beside each item on the order form if the ordered amount is present;
2. If the ordered amount is not present, add or delete to make the ordered amount;
3. When the last item has been checked off, places their initials on the upper-right corner of the order form;
4. Places the double checked and double initialed order, accompanied by its payment, on the treasurer's table for invoicing; and,
5. Selects the next filled order, and repeats paragraphs 1 through 4 until all orders are double checked.

15.7 The Invoice Maker:

1. Writes up the invoice, ensuring details of the double checked (completed) order are captured on the invoice, including method of payment (eg- cheque number, cash tendered and change returned);
2. Places the original invoice with the completed order and retains the carbon copy;
3. Retains the accompanying payment for forwarding to the Literature Treasurer;
4. Retains the original order form for inventory restocking purposes, and places a blank order form with the completed order;
5. Places the completed order in a bag, labels the bag with the order maker's name, and places the bag where the order maker can access it; and,
6. Selects the next double checked order, and repeats paragraphs 1 through 5 until all orders are processed.

15.8 Orders for literature stock replenishment are made and submitted to NAWS by the Literature Committee Treasurer on an as-required basis following perusal of each month's literature sales.

15.9 Terms of payment are those in effect for product sales as of the purchase invoice date. Two payment types are currently in force. Each requires the cash, cheque, money order, or bank draft of the full amount of the order.

1. Payment due upon delivery, in which the purchaser provides full payment on the invoice date; and,
2. Payment due deferred, in which the purchaser provides full payment prior to the end of the calendar month following the invoice date. Payment due deferred is reserved solely for Government, Institutional, or Health Care Provider purchasers.

15.10 Every invoice will state the applicable terms of payment, and whether paid in full.

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ARTICLE XVI **Literature Exchange**

16.1 Should a group find itself in possession of a lot of literature (eg- purchased 12 Living Clean in anticipation of using it in their meetings, but do not become a "Living Clean" study group), the Literature Committee may be able to exchange a quantity of that literature.

16.2 In all cases the exchanged literature must be in saleable condition, which means:

1. No rips or tears;

2. No markings of any kind. Eg- group name, price in ink (pencil might be okay, if it can be erased), coffee stains, greasy fingerprints, etc.; and,
3. Literature sold in a protective wrapping (eg- gift/commemorative editions) must have intact wrapping.

16.3 Books and bronze medallions are the only items that may be exchanged:

16.4 Exchange will only be for credit against that group's literature orders. At no time will cash be reimbursed.

16.5 An in-stock medallion purchased or supplied in error may be exchanged one-for-one for the proper medallion (eg- ordered a XVI medallion, but was given a XIV in error).

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ARTICLE XVII Infinity Medallions

17.1 An infinity medallion is a bronze medallion (NAWS item 4399) containing the infinity symbol “∞” instead of a number. It is provided to the surviving family of any deceased NA member in recognition of that member's value to the NA fellowship, and symbolizes that the member will stay clean for infinity.

17.2 It is purchased by the Literature Committee using its own funds, and will be given directly to the family (for funerals/memorials held near HRM), or forwarded through an intermediary to the family (for funerals/memorials held away).

17.3 Upon receipt of infinity medallions from NAWS, they will be retained in general inventory, with four distributed (in a protective ziplock bag) to the literature committee officers (Chairperson, Vice-Chairperson, Secretary, Treasurer). This allows for immediate use, if necessary, without delays caused by locked-up inventory storage.

17.4 Infinity medallions may also be purchased by individual members. They are available in bronze, stainless steel laser-etched, and in nine tri-plate colours.

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ARTICLE XVIII Speaker Recording Sales

18.1 The CNA Activities Committee records speakers at each Central Nova Area Convention of Narcotics Anonymous (CNACNA), as well as speakers from other CNA events, such as Speaker Jam, Fall into Recovery, etc. Sales of these speaker recordings help to offset costs associated with operating the CNACNA.

18.2 Until the final financial account of each CNACNA is completed and accepted by the ASC (one to two months after each convention), the Activities Committee is the only provider of speaker recordings for that particular convention. Once the ASC accepts the convention financial report, the Activities Committee transfers responsibility to the Literature Committee.

18.3 The process for accepting responsibility is detailed in the document “Coordination of Speaker Recording Sales” (attached as Appendix 1 to these guidelines).

18.4 The sales process is detailed in the document “Speaker Recording Sales by the Literature Committee.” In brief, it states:

1. The purchaser informs the Literature Committee of their desire, either via email, casual

conversation at a meeting place, or walk-in at a Literature Committee meeting.

2. The following information is recorded for each individual purchaser:
 - 2.1 Purchaser's name and email address;
 - 2.2 Which speakers are requested;
 - 2.3 Payment type, amount, and receipt number; and, Purchase date.
3. A link is emailed to the purchaser, which allows them to download their purchase from Google Drive.
4. The master sales record is updated.
5. An email is sent to the purchaser to thank them for their purchase, and to ascertain if there were any problems regarding it.

18.5 The sales rep will act with integrity when processing speaker sales by:

1. Monitoring **speakersalescnana@gmail.com** on a regular basis;
2. Accurately recording and safeguarding purchase information;
3. Securing funds until submitted to the Literature Treasurer.
4. Delivering mp3 links as appropriate in a timely manner;

18.6 The committee member acting as sales rep will, at every regular committee meeting, submit a report, including financials, whether or not there were any sales, and will have the master sales record available for viewing.

18.7 Under no circumstances will the Literature Committee sell speakers from non-CNA conventions and events.

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ARTICLE XIX **Literature Printing**

19.1 The sale of NA literature is one of the ways NAWS helps pay its operating costs, and carries its message in our Area and around the world – as stated in its Vision Statement: “Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.” As a generator of funds for NAWS, the CNA Literature Committee will not print NAWS-produced literature, except in exceptional circumstances.

19.2 The Literature Committee prints the following literature for use by CNA groups:

1. CNA meeting lists;
2. Literature order forms;
3. Recovery anniversary greeting cards; and,
4. Area Newsletter in accordance with Article XI.

19.3 The Literature Committee prints the following literature for its own use, including literature workshops:

1. Literature Committee minutes and reports;
2. Literature Committee guidelines;
3. Literature Committee Handbook (Revised 4/91);
4. Area and other committee's guidelines and minutes; and,
5. Any literature workshop requirements.

19.4 Printing of the above items:

1. Is performed efficiently and effectively, so items are available to CNA groups when required; and,
2. Is strictly controlled and recorded, to ensure that NA funds are managed responsibly to further our primary purpose.

19.5 The Literature Committee printing requirements follow the flowchart shown as Figure 1, below:

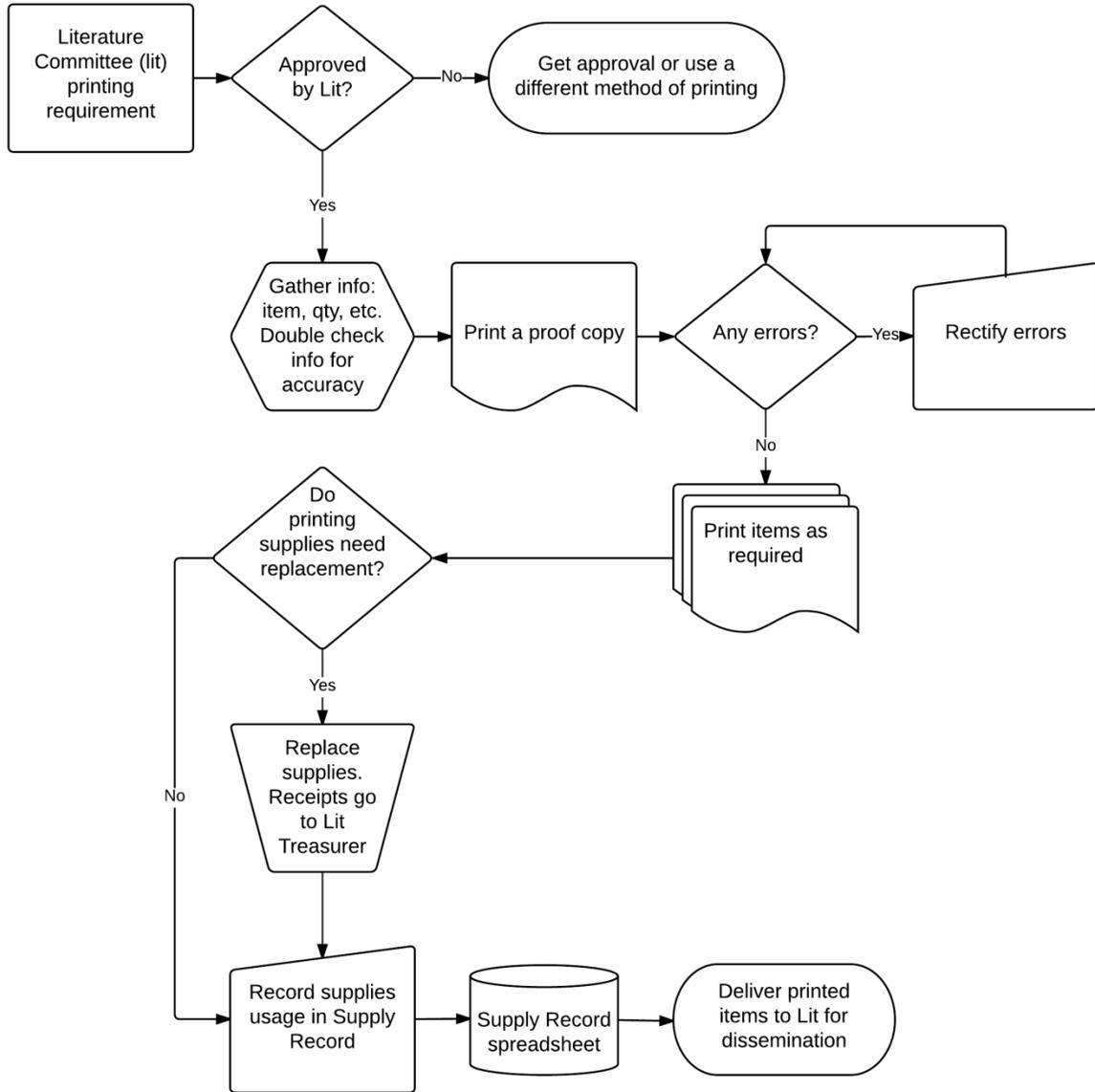


Figure 1 – Literature Committee Printing Flowchart

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ARTICLE XX Guideline Amendments

20.1 Guideline amendments require strong support (2/3 majority) of eligible committee members, with the exception of amendments made under paragraphs 20.4 and 20.5. Members must be present at the Literature Committee meeting to cast their vote.

20.2 To ensure clarity, proposed amendments must be legibly written for Literature Committee consideration. Proposed amendments may be submitted via proposal forms, or in any other way

in which the specifics of the amendment, its intent, and any financial impact are clearly stated.

- 20.3 Upon acceptance of the amendment by the Literature Committee, the amendment will be submitted for ASC approval, with the exception of amendments made under paragraphs 20.4 and 20.5.
- 20.4 Housekeeping amendments require a simple majority. See Article XXI for housekeeping definition.
- 20.5 Additions of words to Article XXI Definitions may be made at any time with a simple majority.

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ARTICLE XXI Definitions

- 21.1 Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- 21.2 Housekeeping Amendment: An amendment to guidelines that affects format, font, grammar, etc., but does not change the intent of the guideline being amended.
- 21.3 Elected positions at the Area level of service: A GSR or any Area position elected by GSR vote (eg- members of the Executive and Subcommittee Chairpersons as stated in Central Nova Area Guidelines Article I - Area Service Committee Members). This does not apply to elected positions within a subcommittee, examples of which are Activities Program Coordinator, Literature Treasurer, and PR H&I Panel Leader.
- 21.4 NAWS: Abbreviation of the legal name of Narcotics Anonymous World Services, Inc.
- 21.5 Straw Poll: Straw polls are not binding decisions, but are a tool to aid in the CBDM process. A straw poll is a test for consensus:
1. To determine if any discussion (or further discussion) is necessary;
 2. To frame issues during discussion; and,
 3. To determine if the body is ready to make a decision.

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End of guidelines

(Appendix 1 follows)

Coordination of Speaker Recording Sales

As applicable to Central Nova Area Activities and Literature Committees

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Section 1 Memorandum of Understanding

- 1.1 The mutual understanding of both the CNA Activities and Literature Committees concerning the responsibilities of each committee for the cooperative transfer of responsibility regarding speaker recordings is detailed in paragraph 1.3.
 - 1.2 Following initials and dates being affixed, a copy of this document is retained by each committee.
 - 1.3 By initialing below, each committee agrees:
 1. That the process of transferring responsibility for speaker sales from the Activities Committee to the Literature Committee, as detailed in Section 4, is the standard which each committee will follow;
 2. That this document was discussed in each committee, and each committee provided their approval; and,
 3. That each committee must approve any amendments.
-

By and For the Activities and Literature Committees:

Activities Chairperson: _____
Name Signature (Initials) Date

Literature Chairperson: _____
Name Signature (Initials) Date

Section 2 Definitions

- 2.1 Speaker Recordings: mp3 audio files of convention/event speakers, as recorded by the Activities Committee.
- 2.2 Sales Representative: The Activities or Literature Committee member responsible for:
 - 1. Conducting speaker recording sales;
 - 2. Tracking sales by keeping an accurate record of all sales;
 - 3. Security of mp3 speaker files and all generated funds; and,
 - 4. Monthly reports to the applicable committee.
- 2.3 Master Sales Record: A record which details all required information for accurate and timely service.
- 2.4 Speaker Copyright Release Form: A form signed by a speaker (prior to them being recorded) which allows CNA to record, process, and sell that speaker's recording.

Section 3 Integrity

- 3.1 The sales rep will act with integrity when processing speaker sales by:
 - 1. Accurately recording and safeguarding purchase information;
 - 2. Securing funds until submitted to the applicable committee Treasurer;
 - 3. Delivering mp3 links as appropriate in a timely manner;
 - 4. Submitting a report at each regular committee meeting, including financials, whether there were any sales or not; and,
 - 5. Having the Master Sales Record available for viewing at all regular committee meetings.
- 3.2 Under no circumstances will the Activities or Literature Committee sell speaker recordings from non-CNA conventions or events.

Section 4 Transfer of Responsibility for Speaker Sales and Acquisition of Speaker mp3 Files from the Activities Committee

- 4.1 The transfer of responsibility process is detailed in Annex A: Transfer and Acquisition Form, which is found at the end of this document.
- 4.2 Annex A itemizes those things that are transferred, such as:
 - 1. A printout of the Master Sales Record, complete and up-to-date. No funds are transferred between committees. All funds received by the Activities Committee will be submitted to the Activities Treasurer prior to the Literature Committee accepting transfer of responsibility.
 - 2. MP3 recordings of each speaker, with the total amount of speakers indicated. If on a USB stick, the stick will be returned once copied by the Literature Committee.
 - 3. All Speaker Copyright Release Forms applicable to the convention or event.
- 4.3 The Activities Committee will email the Master Sales Record computer file to the Literature Committee sales rep no later than 7 days following transfer of responsibility.
- 4.4 Upon transfer of responsibility, the Activities Committee will cease to conduct sales, and will direct any inquiries to the Literature Committee.

Section 5 Approval and Revision Dates

Draft approved by Activities.....06 August 2016

Draft approved by Literature.....07 August 2016

Approved by Central Nova Area25 September 2016

Amended28 April 2017

Amended28 January 2018

Amended

Amended

Approval: Act: *David C.*

Lit: *Dave B.*

Approval: Act: *David C.*

Lit: *Dave B.*

Approval: Act: _____

Lit: _____

Approval: Act: _____

Lit: _____

Annex B
to Coordination of Speaker Recording Sales

SPEAKER COPYRIGHT RELEASE AGREEMENT

This is a Copyright Release Agreement between the Central Nova Area of Narcotics Anonymous (hereinafter "CNANA") and

Name (print) _____ Email _____
of City/Town _____ Province/State _____
(Hereinafter "the MEMBER")

1. CNANA is conducting a convention/event and has invited the MEMBER to be a speaker or participate in a meeting which CNANA intends to record and offer copies of the audio recording for sale. The proposed audio recording will contain the personal experiences of the MEMBER as they share their experience, strength, and hope in recovery. The MEMBER, in electing to sign this Copyright Release Agreement, consents to do so as a means of permitting CNANA to share their personal experience, strength, and hope in recovery with others through the use of the audio recording that is made. In doing so, the MEMBER helps other addicts and assists CNANA fulfill its part of the overall responsibility to the fellowship of Narcotics Anonymous to carry the message of recovery and be self-supporting by our own efforts.
2. The MEMBER receives consideration from this agreement
 - a. through the satisfaction of having been able to share their experience, strength, and hope to assist CNANA to carry the message of recovery and be self-supporting; and,
 - b. through receipt of a copy of his or her audio recording, usually in mp3 format sent to the email address provided above.
3. For this consideration received, the MEMBER hereby transfers all of his or her rights to the audio recording made during the meeting on behalf of CNANA. This transfer is made for the purpose of allowing CNANA to utilize the MEMBER's personal recovery in audio recording only. The MEMBER is transferring all of his or her rights to copyright, reissue, or make excerpts from the audio recording, or to renew or extend any copyrights thereon. These audio recordings will possibly be offered for sale at places other than this convention/event.
4. The MEMBER agrees to hold CNANA harmless from any liability arising from its use or sale of the recorded audio.
5. This is the only agreement between CNANA and the MEMBER regarding the audio recording. This agreement can only be changed or amended by the written consent of the parties hereto. This agreement binds the MEMBER's heirs and assigns. CNANA agrees to use all reasonable caution to protect the MEMBER's anonymity.

Read, understood, and voluntarily signed, on this _____ day of _____, 20_____.

MEMBER Name: _____ **Signature:** _____

Witness Name: _____ **Signature:** _____

For CNANA use only

Convention/Event: _____ Location: _____

Date: _____ CNANA Copyright Release Agreement Serial Number (eg- 2017-01): _____