

# Cocaine Anonymous World Service



## Literature, Chips, and Format Committee Guidelines

Approved at the 2006 C.A. World Service Conference  
(Updated September 2007 to reflect revisions from the 2007 WSC and general housekeeping)

## **Introduction**

The World Service Conference Literature, Chips, and Format (“LCF”) Committee reviews, edits, and submits literature to the WSC for approval. It is our function to facilitate the expression of our Fellowship's hope, faith and courage through the writing of material for distribution.

The literature we deal with is of the following types:

- A. The proposed item will expand the inventory of materials adopted by the Fellowship and aids membership in an understanding and application of the Twelve Steps of Cocaine Anonymous and the Twelve Traditions of Cocaine Anonymous.
- B. The proposed item carries the message of C.A. to the addict who still suffers.
- C. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.
- D. The proposed item clarifies the nature of addiction to the general public and Fellowship.

C.A. literature is subject to the C.A. Pamphlet Approval Process and the C.A. Pamphlet Publication Process, both of which are set forth below. Under the C.A. Pamphlet Approval Process, LCF is responsible for presenting any new literature or substantive changes to existing literature to the Conference for approval. Changes which are not substantive, such as correction of typographical errors, punctuation and formatting issues, are considered housekeeping matters and may be handled by LCF, working in conjunction with the World Service Office.

We welcome input and participation from the Fellowship. Please contact the LCF Chair via the World Service Office or by e-mail at [lcf@ca.org](mailto:lcf@ca.org).

## **Organization of the Committee**

The LCF Committee consists of a Chairperson, a Vice-Chairperson, Co-Secretaries, the Trustee who sits on the committee, and other members of the Fellowship that are necessary for accomplishment of our statement of purpose.

We are using the Cocaine Anonymous World Service Manual guidelines regarding the WSC Committee officers' duties, qualifications & selection.

We also require that the Chairperson and Vice-Chairperson have one full year of service on the WSC Literature, Chips, and Format Committee.

The committee also consists of delegates and members of the Cocaine Anonymous Fellowship with a willingness and desire to serve. Members attend all committee meetings; assist in writing, review and solicitation of literature. They work closely with other committee members throughout the year.

## C.A. PAMPHLET APPROVAL PROCESS

**Statement of Purpose:** The C.A. Pamphlet Approval Process provides the process for development of pamphlets through approval by the World Service Conference. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible.

**Point 1:** The idea for the pamphlet is submitted to the World Service Conference (WSC) Literature, Chips, and Format Committee (LCF), accompanied by a rough draft whenever possible.

**Point 2:** LCF will review the submitted material pursuant to the guidelines set forth in the World Service Manual.

**Point 3:** If LCF is in favor of proceeding, it will bring a motion at the next WSC to approve the concept. If LCF does not approve the idea, no further action will be taken (other than responding to any referral(s) involved).

**Point 4:** The WSC votes on the motion to approve the concept. If the motion passes, it is considered a mandate to LCF to develop a draft and the pamphlet moves to Point 5. If the motion fails, LCF will re-review the concept and decide whether to modify it for re-submission to the WSC or remove it from the process.

**Point 5:** A subcommittee is formed to actively work together throughout the year on writing the pamphlet. The subcommittee will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or conference calls. If the full LCF Committee determines that insufficient progress is being made, the pamphlet will be reassigned to another subcommittee. Once the subcommittee has approved a draft, the pamphlet is forwarded to LCF with a signed release form.

**Point 6:** The full LCF Committee reviews the draft and may make revisions as needed. If approved by LCF, the pamphlet moves to Point 7. If not approved, LCF will return it to subcommittee for revision, reassign it to a new subcommittee, or make a motion at the next WSC to remove it from the process.

**Point 7:** The approved draft is reviewed by the World Service Board of Trustees (WSBT) to ensure that there are no Traditions violations or other concerns that might affect Cocaine Anonymous as a whole. If approved by the WSBT, the pamphlet moves to Point 8. If the WSBT finds problems with the draft, it will provide a list of specific recommendations and the pamphlet returns to Point 6. The WSBT review process should take less than thirty (30) days to complete.

**Point 8:** Following approval by the WSBT, the pamphlet is promptly transmitted within (10) business days by the LCF Chair to the WSO, with a copy to the WSOB liaison, to arrange for professional editing. Professional editing should take less than thirty (30) days to complete.

- Point 9:** The professionally edited draft is returned by the WSO to LCF for approval within ten (10) business days of completion of the editing process. LCF will carefully review each of the editor's revisions solely to insure that the original meaning of the piece has not been changed. This review should be completed within ten (10) business days of receipt. Any edits which are deemed to materially alter the meaning of the piece may be rejected by LCF. Once LCF has approved the edited draft, the pamphlet moves to Point 10.
- Point 10:** The pamphlet is labeled "DRAFT" and distributed to the delegates by the WSO as a draft piece of literature with the legend: "This draft is pending WSC approval. We solicit your feedback."
- Point 11:** LCF reviews Fellowship feedback. If LCF determines that there are either no changes or only minor revisions needed, it will bring a motion at the next WSC to approve the pamphlet. If significant changes are needed based upon the collective conscience of LCF, the piece returns to Point 6.
- Point 12:** The WSC votes on the motion to approve the pamphlet. If the motion passes, the pamphlet moves to Point 1 of the C.A. Pamphlet Publication Process (a separate Process). If the motion fails, the pamphlet is considered referred back to LCF at Point 6 unless otherwise directed by the WSC.

## C.A. PAMPHLET PUBLICATION PROCESS

- Point 1:** Following approval of a new or revised pamphlet by the Conference pursuant to Point 12 of the C.A. Pamphlet Approval Process, the piece shall be forwarded (in both hard copy and electronic format) to the World Service Office (WSO) by the Literature, Chips, and Format Committee (LCF), along with approval from the Trustee currently assigned to LCF. This approval may be transmitted via hard copy or fax, with the Committee Trustee signing the cover page. If the materials are transmitted via e-mail, the Committee Trustee shall attach them in read-only PDF format, with a copy to the LCF Committee Chairperson.
- Point 2:** Delivery should be completed within 30 days of the close of the Conference.
- Point 3:** Upon receipt from LCF, the WSO shall arrange for the piece to be published in hard copy and on the website, as appropriate, with the goal being to complete publication within 90 days following delivery of the piece by LCF. If this 90-day timeline proves unfeasible, the WSO and LCF will determine a mutually agreed alternative timeline.
- Point 4:** Before publication in hard copy, the WSO shall forward the printer's proof to LCF for final approval. If there are any errors, LCF will indicate the correction(s) to be made. The WSO will then obtain and forward a corrected proof to LCF. Once the piece is in its final, correct form, LCF will authorize the WSO to proceed with publishing the piece in hard copy. The LCF Trustee's signature indicating approval will also be required before publication.
- Point 5:** Before publication on the website, the webmaster shall forward a proof to LCF for final approval. If there are any errors, LCF will indicate the correction(s) to be made. The webmaster will then make the correction(s) and forward a corrected proof to LCF. Once the piece is in its final, correct form, LCF will authorize the webmaster to proceed with publishing the piece on the website. The LCF Trustee's signature indicating approval will also be required before publication.
- Point 6:** The final wording and formatting (i.e., italics, bold type, paragraphing, etc.) of each piece, both in hard copy and on the website, shall be identical to that approved by the Conference. If the World Service Office Board, as part of its responsibility for publishing all World Service publications, desires to make substantive changes to any piece of literature (i.e., altering the content in any way from what was approved by the Conference, including punctuation), the issue shall first be taken up with LCF. If LCF and the WSOB cannot reach agreement, the issue shall be brought to the next Conference.