

Cocaine Anonymous World Service



Literature, Chips, and Formats Committee Guidelines

Approved by the 2022 C.A. World Service Conference

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INTRODUCTION

The World Service Conference Literature, Chips, and Formats (“LCF”) Committee facilitates the expression of our Fellowship's hope, faith and courage through our literature, chips, and meeting formats.

LCF writes, reviews, edits, submits to the WSC for approval, and assists in the publication of WSC-approved literature and meeting formats. 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, the Twelve Traditions of Cocaine Anonymous, and the Twelve Concepts 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, the C.A. Pamphlet Publication Process and the C.A. Book Approval Process, all of which are set forth below. Under the C.A. Pamphlet and Book Approval Processes, 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, grammar, punctuation and formatting issues, are considered housekeeping matters and may be handled by LCF, working in conjunction with the World Service Office.

LCF also reviews, develops and submits to the WSC for approval all new or redesigned plastic or metal chips. Once approved by the Conference, all chips are prepared and distributed through C.A. World Services.

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.

ORGANIZATION OF THE COMMITTEE

The LCF Committee consists of a Chairperson, a Vice-Chairperson, two Co-Secretaries, one or more Trustees, one or more members of the World Service Office Board, Delegates and Alternate Delegates, and members of the Cocaine Anonymous Fellowship with a willingness and desire to serve. Members attend all committee meetings and assist in the writing and review of literature by serving on at least one subcommittee. They work closely with other committee members throughout the year via e-mail and virtual meetings.

LCF-related messaging systems should be checked by all committee members at least once per week. If internet access is not readily available at home or at work, a free account may be set up with a web mail service and checked from libraries, internet cafes, etc. In addition, all new committee members should work with the Committee Officers to access and become familiar with the LCF meeting platform(s) and file repositories.

LCF utilizes the Cocaine Anonymous World Service Manual guidelines regarding the WSC Committee Officers' duties, qualifications & selection. In addition, LCF requires that the Chairperson and Vice-Chairperson have one full year of service on the WSC Literature, Chips, and Formats Committee.

Chairperson

The Chairperson serves the committee by providing leadership and experience, offering guidance, and supplying the various subcommittee leads with the tools necessary to complete projects in a timely manner.

Qualifications:

1. Five (5) years continuous sobriety.
2. One full year of prior service on LCF.
3. Strong leadership and excellent organizational skills.
4. Familiarity with LCF Committee Guidelines.
5. Ability to communicate clearly and professionally, both orally and through writing.
6. Working knowledge of Robert's Rules of Order.

Responsibilities:

1. Term length in accordance with the World Service Manual and as determined by the committee at the time of election, with ratification following the first year of any two-year term.
2. Arranges agenda for all committee meetings, including WSC breakout sessions and bi-monthly meetings.
3. Schedules bi-monthly meetings.
4. Presides over breakout sessions at the WSC and all bi-monthly meetings.
5. Only votes in case of a tie.
6. Ensures timely, error-free submission of all WSC-required reports.

7. Transmits drafts or other documents and files to the WSO, WSBT and/or the WSC Conference Committee as necessary to comply with the various approval processes set forth in these Guidelines as well as the Standing Rules for the C.A. World Service Conference.
8. Maintains communication with WSO representative(s) during approval and publication processes as is necessary.
9. Responsible for official committee communication through the lcf@ca.org email account.
10. Administrates or oversees, in cooperation with the Co-Secretaries, all LCF cloud-based file repositories.
11. Supports LCF Subcommittee Chairs in completing project commitments.
12. Serves on and may preside over ad-hoc committees.
13. Submits quarterly reports to the WSBT through the LCF Trustee(s).
14. Submits committee's agreed-upon yearly budget to the WSC Finance Committee.

Vice-Chairperson

The Vice-Chairperson serves the committee by helping and supporting the Chairperson. Aside from these duties, the Vice-Chairperson maintains regular contact with the Subcommittee Chairs, ensuring all projects are proceeding toward completion.

Qualifications:

1. Five (5) years continuous sobriety.
2. One full year of prior service on LCF.
3. Strong leadership and excellent organizational skills.
4. Familiarity with LCF Committee Guidelines.
5. Ability to communicate clearly and professionally, both orally and through writing.
6. Working knowledge of Robert's Rules of Order.

Responsibilities:

1. One-year commitment.
2. Supports and assists Chairperson during WSC and throughout the year.
3. In absence of Chairperson, performs the duties of Chairperson.
4. Prepares and distributes notification of bi-monthly meetings to committee members.
5. Maintains regular contact with Subcommittee Chairs, ensuring timely progress and informing the Chairperson of any issues which may require immediate attention.
6. Serves on and may preside over ad-hoc committees.

Co-Secretaries

The Co-Secretaries work together to create and maintain accurate records of the committee's meetings and the status of its various projects. They also provide

administrative support such as document processing and archiving of LCF reports, project drafts, meeting minutes, and other materials.

Qualifications:

1. Four (4) years continuous sobriety.
2. Previous service experience as Secretary at the District, Area or World Service level.
3. Excellent typing and computer skills.
4. Advanced knowledge of word-processing programs.
5. Ability to compile spreadsheets and organize cloud-based file storage systems.

Responsibilities:

1. One-year commitment.
2. Keeps accurate minutes of LCF breakout sessions and bi-monthly meetings.
3. Updates LCF Committee roster and project chart as needed.
4. Provides a copy of the previous meeting's minutes to the Vice-Chairperson no less than one week prior to the next scheduled meeting.
5. Assists the Chairperson in creating reports during WSC breakout sessions.
6. Prepares documents, files, or drafts for submission/transmission to the WSO, WSBT, or the WSCCC.
7. Uploads minutes, reports, and other documents to the cloud storage location, ensuring access to all members as needed.

Subcommittee Chair

The Subcommittee Chair is responsible for coordinating the efforts required to move a WSC-approved concept through the pertinent LCF approval process. Some projects span the course of several years and require a great deal of research, writing, and compilation, while others may be completed in a much shorter time. The Subcommittee Chair works with other members and coordinates activities in pursuit of these efforts.

Qualifications:

1. Ability to self-motivate.
2. Excellent organizational, writing, and communication skills.
3. Familiarity with LCF Guidelines.

Responsibilities:

1. Guides project based upon its WSC-approved concept toward completion through the pertinent approval process by coordinating the subcommittee's efforts in drafting, compiling, and/or editing content. The project may be a brand-new concept, a continuation of previously-assigned members' efforts, or a revision of existing Conference-approved material.
2. Maintains an organized file system of research and drafts.

3. Ensures that the LCF Committee Chairperson has access to the subcommittee work product repository.
4. Provides bi-monthly written progress reports as directed by the LCF Chairperson, indicating progress made, any changes in committee membership, and any current needs, to be submitted no later than one week prior to the next scheduled meeting.
5. Participates in bi-monthly meetings, providing a verbal report to the LCF Committee and answering questions from other committee members as needed.

Committee Trustee(s)

The LCF Committee Trustee(s) are assigned by the WSBT and provide(s) support and guidance in all matters related to the Committee's purpose. Whenever LCF Committee Guidelines or other materials are to be distributed to the Fellowship, it is the responsibility of the lead Trustee(s) assigned at the time such materials are approved to review the materials for accuracy, following approval by the LCF Committee, and to sign off on materials forwarded to the WSO for publication and/or distribution. In such cases where the LCF Committee had a Trustee who has rotated off the Board, or in such instances where the LCF Committee had one Trustee at the Conference but due to the spirit of rotation has a different Trustee for the remainder of the year through the next WS Conference, the review shall include both Trustees where possible. The LCF Committee Trustee(s) also coordinate(s) review by the WSBT of draft literature or chip designs as specified in the various approval processes included elsewhere in these Guidelines.

ELECTION PROCEDURES

Elections will be conducted at the World Service Conference prior to the end of the breakout session. Officer positions are to be filled by Delegates or Alternate Delegates whenever possible. All candidates must be present to confirm that they accept their nomination and to answer any questions regarding their qualifications. Any candidate not present will be withdrawn from consideration. The candidates will be asked to leave the room while voting takes place. If a candidate has a vote, he or she may leave it with the Chair before exiting the room. Any discussion prior to voting should be based on principle rather than personality and should be held in the strictest confidence, not to be shared with the candidates or with anyone else outside the room. The beginning of the term for newly elected or re-elected Committee Officers shall be when the gavel falls at the end of that year's Conference.

VACATED OR UNFULFILLED POSITIONS

If a Committee Officer or Subcommittee Chair misses two LCF meetings without notifying the Chairperson and submitting a report, the Chairperson is responsible for contacting them and asking for either a recommitment to the position or a resignation.

If a Committee Officer or Subcommittee Chair relapses but does not voluntarily resign, the matter should be addressed by the LCF Committee at the next bi-monthly meeting. At all times, the utmost care must be taken to balance the individual's personal recovery and opportunity to serve with the need for accountability.

If a Subcommittee Chair fails to demonstrate that sufficient progress is being made on the assigned project, the Subcommittee Chair may be replaced and/or the subcommittee may be reorganized.

If a Committee Officer or Subcommittee Chair resigns or is removed from their service commitment, or if the individual recommits but still does not fulfill the responsibilities of the position, and there is no elected alternate already in place, the Committee shall hold an election to fill the position on an expedited basis. The newly elected trusted servant will then serve the remainder of the current term. Individuals serving only a partial term may be considered eligible for re-election to that position for a full term during the next regular election. Otherwise, it is suggested that the spirit of rotation be observed.

VOTING QUALIFICATIONS AND PROCEDURES

LCF membership is comprised of Delegates, Alternate Delegates, at least one Trustee, at least one WSOB member, and Fellowship members. Any member may only vote on one (1) World Service Committee (see World Service Manual, World Service Conference). Each member of LCF can only be assigned one (1) vote, unless an election is in progress and a candidate leaves their vote with another member, otherwise a member cannot proxy a vote to another member and must be present and counted into the quorum of any meeting to cast a vote. The Chair only votes in the case of a tie.

At any business meeting the quorum is established by the LCF Chair, or other presiding officer, when the meeting is called to order or additionally as determined by parliamentary procedure. Delegates/Alternate Delegates who are either incoming or changing committees will be counted into the quorum and eligible to vote during the first LCF meeting in which they state intention to join, or upon arrival at breakout session at WSC. Non-Delegate members will be counted into the quorum and eligible to vote after having met the below conditions:

1. Having fully attended two (2) consecutive LCF meetings; OR
2. Having been present during an entire breakout session at WSC; AND
3. Recent and active participation on an LCF subcommittee.

Only members who carry a vote and are counted in the quorum may make or second a motion. Any member present may discuss a motion or ask questions. Exceptions to these procedures for any committee meeting may be made at the discretion of the LCF Chair.

WORK FLOWS

Subcommittee Work Flow

Once a concept for a new pamphlet, book or chip is approved by the World Service Conference, a subcommittee is formed to actively work together on the project throughout the year. The Subcommittee Chair is chosen by the main committee after either volunteering or being nominated and elected to the position. The remainder of the subcommittee is composed of other LCF members who volunteer to join or are actively recruited by the Subcommittee Chair. On larger projects such as books, the fellowship at large is also invited to participate, as set forth in more detail in the Book Approval Process.

The subcommittee then establishes a communication system based on what will best facilitate its work flow and group conscience process. The work may be done electronically (e-mail, chat and/or an online file sharing platform), via virtual meeting, face-to-face or some combination thereof. The Subcommittee Chair facilitates other members' access to the chosen communication system(s), with ownership of any online platforms established under the main committee e-mail address of lcf@ca.org. Working drafts will be stored in a central location, accessible to all subcommittee members, and will be forwarded to the LCF Chair or other officer upon request. This is to help ensure continuity within the approval process as well as to preserve archival materials.

To help projects move efficiently through the various approval processes, it is suggested that a timeline be established. For example, a pamphlet project timeline might include target dates for subcommittee draft approval, main committee review/approval, WSBT review and the SR 14 deadline.

If an initial draft was provided as part of the concept, the subcommittee will begin its review process immediately following the Conference. If there was no initial draft, one or more subcommittee members are tasked with creating one. The draft is then shared with the remainder of the subcommittee, discussed and edited as needed until it is approved by the subcommittee with substantial unanimity. While this process is underway, the Subcommittee Chair will provide the full LCF Committee with regular reports in accordance with the pertinent approval process. If the subcommittee cannot reach substantial unanimity, the latest draft(s) will be shared with the main committee to seek additional input.

Main Committee Work Flows

Peer Review of Subcommittee Draft(s): Peer review is a process of evaluation which may be utilized for pamphlet or pamphlet sized drafts. Once a subcommittee approves a draft (or determines that it is unable to do so), it forwards its most recent draft to the LCF Chair, who makes it available to the main committee. The time allotted for peer review to begin is suggested to be no less than one month prior to the next scheduled main committee meeting, or other designated meeting for the purpose of literature review. Peer review helps expand the group conscience process and often provides additional insight into how the Fellowship is likely to respond to the draft. Additionally, peer review

provides extended time for an open discussion forum where LCF members may suggest revisions and interact directly with the draft subcommittee. Once the peer review is closed, the draft subcommittee should ideally be given at least two weeks prior to the next main committee meeting for any needed redrafting and finalization.

Main Committee Review of Subcommittee Draft(s): During the meeting where main committee approval is sought, the Subcommittee Chair will briefly explain the process to date (method of working together, number of subcommittee members actively participating, any outstanding issues, etc.). Each draft should then be evaluated by the main committee as follows:

1. Does it fulfill the Conference mandate to LCF to develop a draft in accordance with the approved concept?
2. Is it in alignment with LCF's responsibilities as established by these Guidelines and the World Service Manual?
3. Are there substantive issues to be addressed (too much information, too little information, anything not in alignment with the C.A. message, etc.)?
4. Are there spelling, punctuation or grammatical errors to be corrected?
5. Would the draft benefit from additional time in subcommittee and/or input from the fellowship at large?
6. Is the draft ready to move forward to the next point in the approval process?

During main committee review, the Chair or other designated member will direct or facilitate the review process. Screen-share technology should be utilized to help everyone see revisions as they are made. It is suggested that time be allowed for open discussion to ensure that all opinions are heard. Following the review, a motion may be made to either move the piece to the next point in the process, return it to subcommittee or make a motion at the next WSC to remove it from the process.

Review of WSBT Recommendations: If the WSBT finds a draft contains Tradition violations or other concerns that might affect C.A. as a whole, the main committee should review the Board's recommendations and determine how to respond. If the remedy is simple, this process can often be handled online. If it is more complex, it is suggested that the recommendations be discussed during the next regular main committee meeting. Where time is of the essence, such as in preparing for SR 14, a special meeting may be necessary.

Review of Professionally Edited Drafts: Most LCF projects undergo professional editing to ensure a polished final product. Care should be taken to ensure that the original meaning of the piece remains unchanged. Adherence to our primary purpose should take precedence over being grammatically correct.

It is suggested that the editor's input be shared with the main committee as soon as possible via e-mail and/or a file sharing platform. The main committee should carefully review each of the editor's revisions in accordance with the pertinent process in these Guidelines. It is suggested that, here also, time be allowed for open discussion to ensure that all opinions are heard.

If there are only a few revisions, this process can often be handled online. If the editing is more complex, a special meeting may be necessary, or an ad-hoc committee may be formed to address the review. If, as a result of professional editing, significant changes are warranted, LCF may refer the draft to the WSBT. The WSBT may then either approve the draft to move to the next point in the applicable process, or recommend that it be referred back to LCF.

Review of Book Projects: Because of their length, book projects require additional time for review and discussion by the main committee. It is suggested that virtual meetings be dedicated specifically to each book project as necessary, with a minimum of one month allowed for draft review prior to the meeting.

Special Meetings and Ad-Hoc Committees: At times, circumstances (such as SR-14 deadline or review of recommendations) may require specially scheduled meetings. These meetings are open to all members of LCF, though familiarity with the source material, proofreading skill and ability to complete independent review in an expeditious manner may be considerations. Members of the WSOB and the WSBT may also be included. The volunteers who participate shall be considered a duly formed ad-hoc committee for the sole purpose of addressing the item(s) on the agenda to present a group conscience to LCF, WSOB, and/or the WSBT on how to proceed or a list of specific items to address.

ORGANIZATIONAL TOOLS

Committee Roster

To help its members maintain contact with each other and facilitate subcommittee work, LCF maintains a roster containing the following information:

- Member name;
- Pertinent position(s) held, if any;
- E-mail address; and
- Phone number.

The Co-Secretaries are tasked with updating the Committee roster during each World Service Conference breakout session and as otherwise necessary throughout the year.

Projects Chart

To track all of its pending projects, LCF maintains a chart containing the following information:

- Name of project;
- Category (pamphlet, book, format, chip, etc.);
- Year of most recent Conference action (initial concept approval or subsequent motion);
- Point in process;

- Where it appears (to facilitate housekeeping updates to other publications containing the piece);
- Subcommittee members;
- Notes (it is suggested that this section and/or a separate, linked page include the number and language of the original referral, if any, the exact language of the motion approving the concept or otherwise triggering the current action by LCF, and any subsequent motions or significant changes of course within the main committee);
- Current status; and
- Estimated completion date.

The Co-Secretaries are tasked with updating the Projects Chart as necessary following every committee meeting. These updates should be reviewed by the Chair and/or Vice-Chairperson to ensure that all pertinent details are kept up to date.

FILE NAMING CONVENTIONS

To maintain an organized and easily searchable archive, any document or file which becomes part of an LCF undertaking shall be properly named by the either the author, or the member responsible for assembling and/or integrating such information. This includes, but is not limited to, files which contain: research, background information, input from the Fellowship, committee drafts, reports, agendas, and meeting minutes. For projects, it shall be the responsibility of the Subcommittee Chair to ensure naming conventions are utilized appropriately during file archiving and transmission, or when submitting drafts or other materials to the main committee for review.

The structure of the LCF naming convention contains four (4) parts:

1. The date of the creation or edit of the file;
2. The name of the project;
3. The type of file;
4. The file extension (e.g., .docx, .pdf).

yyyymmdd Project Name type of file.xxxx

Additional details, such as the current point in the pertinent process or the editor's name, may also be referenced in the file name, when helpful. Care should be taken that once a convention is established for a project, it should be followed through the project's completion.

Example A: An MS Word subcommittee draft of a pamphlet titled "Pamphlet X" which was created on January 01, 2019 would be named 20190101 Pamphlet X draft.docx.

If the same file was edited on February 02, 2019, the edited file would be then saved as 20190202 Pamphlet X draft.docx.

Once the subcommittee has approved the draft, the file would be forwarded to the main committee as 20190202 Pamphlet X draft Point 6.docx.

Example B: Solicited input from the Fellowship for reference material for a book project titled, "Book X," was catalogued by a subcommittee member on January 01, 1999 and is in .pdf format. The file would be named 19990101 Book X member submission 01.pdf.

Example C: The agenda and minutes for a meeting occurring on February 24, 2019 would be named as follows:

20190224 LCF Agenda

20190224 LCF Minutes

APPROVAL AND PUBLICATION PROCESSES

C.A. Pamphlet Approval Process

Statement of Purpose: The C.A. Pamphlet Approval Process covers pamphlets from the development phase through approval by the World Service Conference and professional editing. The term “pamphlet” applies to pamphlets, booklets or other publications from 1 to 25 pages, or less than 15,000 words in length. 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 Formats Committee (LCF), accompanied by a rough draft whenever possible. Any draft materials must include a WSO-approved release form signed and dated by each person who contributed to the submission.
- 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. A Subcommittee Chair is elected to facilitate the process and keep it moving forward. The Subcommittee Chair will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or during the next scheduled committee meeting. If the full LCF Committee determines that insufficient progress is being made, the Subcommittee Chair may be replaced and/or the pamphlet may be reassigned to another subcommittee. Once the subcommittee has approved a draft, the pamphlet is forwarded to the LCF Chair along with a separate WSO-approved release form signed by each contributor.
- 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 Point 5 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 written list of specific recommendations and the pamphlet returns to Point 6. The WSBT review process should take less than thirty (30) days to complete. Spelling, punctuation and grammar may be entrusted to the professional editor to resolve at Point 10.

- Point 8:** 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 and professional editing. We solicit your feedback.” The draft should be accompanied by instructions regarding where, when, and how to submit feedback. For categorization purposes, feedback should be limited to one of three options: (1) approve the draft as is; (2) refer the draft back to committee with specific comments; or (3) disapprove of the pamphlet project altogether.
- Point 9:** 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 10:** The WSC votes on the motion to approve the pamphlet. If the motion passes, the pamphlet moves to Point 11. If the motion fails, the pamphlet is considered referred back to LCF at Point 6 unless otherwise directed by the WSC.
- Point 11:** Following approval by the WSC, 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. All original WSO-approved release forms gathered from the project’s contributors should be transmitted to the WSO at this time and submitted in hard copy whenever possible.
- Point 12:** 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 ensure 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. If, as a result of professional editing, significant changes are warranted, LCF may refer the draft to the WSBT. Once LCF has approved the edited draft, the pamphlet moves to Point 1 of the separate C.A. Pamphlet Publication Process.

C.A. Pamphlet Publication Process

Statement of Purpose: As stated in the World Service Manual, the CAWSO Board as a whole shares responsibility for reviewing and publishing all WSO publications. The C.A. Pamphlet Publication Process covers publication of pamphlets following approval by the World Service Conference and professional editing. The term “pamphlet” applies to pamphlets, booklets or other publications from 1 to 25 pages, or less than 15,000 words in length. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible to fulfill our primary purpose, carrying the C.A. message to the addict who still suffers. Since publishing technology and practices are evolving at a rapid pace, the practical application of this process may be revised by agreement between LCF, the WSOB and WSBT.

Point 1: Within 10 days of completion of Point 12 of the C.A. Pamphlet Approval Process, the approved piece shall be forwarded to the World Service Office (WSO) by the Literature, Chips, and Formats Committee (LCF) Chair. Unless otherwise specified by the WSO, files should be formatted in either pdf or Word format and transmitted via e-mail to the WSO, with a copy to the LCF Trustee. After verifying that the content of the piece complies with the action taken by the Conference, the LCF Trustee shall indicate approval via return e-mail to both the LCF Chair and the WSO.

Point 2: 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 in both formats within 60 days following delivery of the piece by LCF. It is suggested that Points 3 and 4 of this process proceed simultaneously in order to meet this timeline. If this 60-day timeline proves unfeasible, the WSO and LCF will determine a mutually agreed alternative timeline.

Point 3: For publication in hard copy, pieces shall be laid out in pamphlet form by a WSO staff member, committee volunteer or third-party vendor. The layout shall first be submitted to LCF for final approval. If there are any errors, LCF will indicate the correction(s) to be made. Once the piece is in its final, correct form, the LCF Chair 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 4: For publication on the website, pieces shall be laid out by the CAWSO webmaster, a WSO staff member or a committee volunteer. Before posting to the public portion of the website, the new web content shall be submitted to LCF for final approval. If there are any errors, LCF will indicate the correction(s) to be made. Once the piece is in its final, correct form, the LCF Chair will authorize the WSO to proceed with publishing the piece on the website. The LCF Trustee’s signature indicating approval will also be required before publication.

Point 5: 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. Non-substantive housekeeping issues may be addressed by LCF, working in conjunction with the WSO. 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), 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.

C.A. Book Approval Process

Statement of Purpose: The C.A. Book Approval Process applies to books, workbooks or other publications 26 pages, or 15,000 words or more in length. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible. Since publishing technology and practices are evolving at a rapid pace, the practical application of this process may be revised by agreement between LCF, the WSOB and WSBT.

- Point 1:** The idea for the book is submitted to the World Service Conference (WSC) Literature, Chips, and Formats Committee (LCF), accompanied by a brief description or outline whenever possible. Any draft materials must include a WSO-approved release form signed and dated by each person who contributed to the submission.

- 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. The motion should include a brief outline or table of contents. 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 book 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 on the book throughout the year. A Subcommittee Chair is elected to facilitate the process and keep it moving forward. The Subcommittee Chair will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or virtual meetings. If the subcommittee believes it is necessary to make significant changes to the outline or table of contents initially approved by the Conference, the new book structure should be submitted to the Conference for approval before proceeding. If the full LCF Committee determines that insufficient progress is being made, the Subcommittee Chair may be replaced and/or the book will be reassigned to another subcommittee. If a period of two (2) years passes with no significant progress made, the LCF Committee will provide a detailed report at the next WSC stating the specific reasons for lack of progress.

- Point 6:** If input from members of the Fellowship is required in order to complete the book, the subcommittee shall immediately prepare a flyer for distribution. The flyer should contain a summary of the project, a detailed description of the input requested (i.e., suggested topics to be addressed, number of words or pages, etc.), a submission deadline, a WSO-approved release form, and instructions for sending the submission to the WSO. Whenever possible, it is

preferable that the flyer be approved by the Conference prior to distribution, but if this would cause a delay of 60 days or more, Conference approval is not required but the flyer should be approved by the LCF Trustee.

- Point 7:** All Fellowship input will be reviewed by the committee anonymously. Each submission is forwarded by the WSO to the LCF Trustee or such other individual as may be designated by LCF (the “designee”). The designee removes any information that might identify the author, assigns a reference number to each submission and forwards it to the subcommittee for review. The designee maintains a confidential record of all submissions that includes the assigned reference number and the author’s name and contact information. The designee also ensures that each submission is accompanied by a properly executed WSO-approved release form .
- Point 8:** The subcommittee reviews all submissions as they are received from the designee and determines by group conscience which submissions will be included in the book. If a subcommittee member recognizes the author of a submission and believes he or she cannot be impartial, he or she should abstain from voting on that particular submission.
- Point 9:** An initial rough edit of the book will be performed by subcommittee members. Although correcting spelling, grammar and punctuation is generally desirable, the subcommittee may opt in favor of preserving the author’s voice and the original flavor of the submission. Once the subcommittee has approved a draft, the book is forwarded to LCF. LCF’s involvement in cover design varies from project to project. If the subcommittee wishes to propose language and/or artwork for the front or back cover, it should be included with the draft book reviewed by LCF and by the WSBT in Points 10 and 11, respectively.
- Point 10:** The full LCF Committee reviews the draft and may make revisions as needed. If approved by LCF, the book moves to Point 11. If not approved, LCF will return it to the subcommittee for revision, reassign it to a new subcommittee, or make a motion at the next WSC to remove it from the process. If the committee finds that significant changes have been made to the outline or table of contents initially approved by the Conference, the new book structure will be submitted to the Conference for approval before proceeding.
- Point 11:** 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 book moves to Point 12. If the WSBT finds problems with the draft, it will provide a written list of specific recommendations and the book returns to Point 9. The WSBT review process should take less than ninety (90) days to complete. Spelling, punctuation and grammar may be entrusted to the professional editor to resolve at Point 12.

- Point 12:** Following approval by the WSBT, the book 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 ninety (90) days to complete. All original WSO-approved release forms gathered from the book's contributors should be transmitted to the WSO at this time and submitted in hard copy whenever possible.
- Point 13:** 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 to ensure that they do not change the meaning of the original language. This review should be completed within ninety (90) 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 book moves to Point 14.
- Point 14:** The book is delivered by the WSO to a professional book designer or volunteer typesetter, who will prepare the book for production. If LCF has not provided cover language and/or art, the WSO shall be charged with completing these tasks as part of the overall design and publication process, subject to review and approval by LCF and the WSBT. If the WSO wishes to make substantive changes to any cover elements provided by LCF, these changes must go back to both LCF and the WSBT for review and approval. This process should be completed within ninety (90) days of LCF's approval of the edited draft in Point 13.
- Point 15:** Once the book is in electronic form and ready to be produced, a copy of the proof is returned to LCF to review it for accuracy. Extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The WSO will serve as the intermediary between LCF and the third-party book designer or typesetter, relaying all necessary corrections and updated drafts as expeditiously as possible. The WSO may also enlist other volunteers to assist with the proofreading process. Once LCF has approved the proof, the book moves to Point 16.
- Point 16:** The book is delivered by the WSO to the production company. Depending on the availability of proofs from the production company, one or more copies of the book are made available to an Ad-hoc committee comprised of members of the WSOB, WSO staff and/or LCF selected by the WSOB based on their familiarity with the source material, proofreading skill and ability to complete the project in an expeditious manner. Here again, extreme care should be taken to ensure that the text does not differ from the draft approved in Point 13. In addition to proofreading for content, all formatting (including italics and bold fonts, as well as paragraphing) is double-checked. The Ad-hoc committee shall prepare and submit a list of any necessary corrections within a reasonable time frame to be determined by the WSO.

Point 17: The WSO will then obtain and forward corrected proofs to LCF. This process will be repeated as many times as necessary. Once the piece is in its final, correct form, the WSO will proceed with publishing the book. The LCF Trustee's signature indicating approval will also be required before publication.

C.A. Chip Approval Process

Statement of Purpose: The C.A. Chip Approval Process covers chips, coins and medallions from the development phase through approval by the World Service Conference. The term “chip” applies to plastic and metal chips, medallions and coins. It is the spiritual intent of this Process that it be followed in principle and as timely and as expeditiously as possible. The practical application of this process may be revised by agreement between LCF, the WSOB and WSBT.

- Point 1:** The idea for the new or redesigned chip is submitted to the World Service Conference (WSC) Literature, Chips, and Formats Committee (LCF), accompanied by a proposed design whenever possible. Ideally, the proposed design would include wording and artwork for both sides of the chip as well as any suggestions regarding the proposed size, color and material.
- 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 the chip and the concept 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 designing the chip. The design should include wording and artwork for both sides of the chip, as well as the proposed size, color and material. A Subcommittee Chair is elected to facilitate the process and keep it moving forward. The Subcommittee Chair will provide the full LCF Committee with regular bi-monthly reports on its progress via e-mail and/or virtual meeting. If the full LCF Committee determines that insufficient progress is being made, the Subcommittee Chair may be replaced and/or the chip may be reassigned to another subcommittee. Once the subcommittee has approved a design, the chip is forwarded to LCF with a signed WSO-approved release form.
- Point 6:** The full LCF Committee reviews the chip design and may make revisions as needed. If approved by LCF, the chip moves to Point 7. If not approved, LCF will return it to Point 5 or make a motion at the next WSC to remove it from the process.
- Point 7:** The approved chip design 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 chip design moves to Point 8. If the WSBT finds problems with the design, it will provide a list of specific recommendations and the chip returns to

Point 6. The WSBT review process should take less than thirty (30) days to complete.

Point 8: The chip design is labeled “DRAFT” and distributed by the WSO with the legend: “This design is pending WSC approval. We solicit your feedback.” The draft design should be accompanied by instructions regarding where, when, and how to submit feedback. For categorization purposes, feedback should be limited to one of three options: (1) approve the design as is; (2) refer the design back to committee with specific comments; or (3) disapprove of the chip project altogether.

Point 9: 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 chip design and proceed with production. If significant changes are needed based upon the collective conscience of LCF, the chip design returns to Point 6.

Point 10: The WSC votes on the motion to approve the chip design and proceed with production. If the motion fails, the chip is considered referred back to LCF at Point 6 unless otherwise directed by the WSC. If the motion passes, the chip moves to the World Service Office for production.