

Appendix of Information and Forms

- A. Abbreviations and Acronyms Used Frequently
- B. Agenda Review Subcommittee Process
- C. Suggested ABC Conference Committee Activities
- D. Conference Committee Member Listing Form
- E. Conference Committee Budget Request Form
- F. Conference Committee Project Progress Form
- G. Conference Committee Request for Reimbursement Form
- H. The Conference Committees, Chair Responsibilities and Accountability
- I. ~~the~~**Journal** Publishing and Production Policies
- J. How S.L.A.A. Literature Becomes Conference Approved
- K. Policy for F.W.S. Email Addresses
- L. Process for Literature After Conference Approval
- M. Policy for Merging Conference Committees

Abbreviations and Acronyms

ABC	Annual Business Conference
ABM	Annual Business Meeting
ABC/M	Annual Business Conference/Meeting
ARS	Agenda Review Subcommittee
BDC	Board Development Committee
BFC.....	Board Finance Committee
BHR/PC	Board Human Resources/Personnel Committee
BOC	Board Outreach Committee
BOT	Board of Trustees
BPMC	Board Programs and membership Committee
CSM.....	Conference Service Manual
FWS (F.W.S.)	Fellowship-Wide Services Office
HP	Higher Power
IFD	Item for Discussion
IR	Intergroup Rep
IRC.....	International Recovery Convention
SLAA (S.L.A.A.)	Sex and Love Addicts Anonymous
TEF	Travel Equalization Fund

Conference Committees

CAC	Conference Anorexia Committee
CBC	Conference By-Laws Committee
CCAC.....	former Conference Concepts Adaptation Committee – see CSTCC
CCC	Conference Charter Committee
CDC	Conference Diversity Committee
CFC	Conference Finance Committee
CHRC	Conference Healthy Relationships Committee
CIFC	former Conference InterFellowship Committee now subcommittee of the CPIC
CICC.....	Conference Intergroup Communication Committee
CIC.....	former Conference Internet Committee – became CITC (Information Technology) now subcommittee of the CPIC
CJC.....	Conference Journal Committee
CLC.....	Conference Literature Committee
CMRBOTC.....	former Conference Member Relations to the Board/F.W.S. Committee now part of CCC
CMRC	Conference Member Retention Committee
CPIC	Conference Public Information Committee
CPOC	Conference Prison Outreach Committee
CSC	Conference Service Committee
CSPC.....	Conference Sponsorship Committee
CSTC	former Conference Steps and Traditions Committee
CSTCC	current Conference Steps, Traditions, Concepts Committee
CTC	Conference Translation Committee

Purpose:

The purpose of the Agenda Review Subcommittee (ARS) is to facilitate the development of well-crafted items for inclusion on the Annual Business Meeting (ABM) Agenda and to facilitate the efficient functioning of the ABM.

Submission of Agenda Items:

Items can be submitted any time of the year. However there are deadlines for inclusion on any one given year's ABM Agenda.

Items can be submitted to the FWS office or directly to the Agenda Editor between ABMs.

For an item to receive ARS consideration, it must be submitted on such submission form developed for this purpose, or provide all the pertinent information identified on such submission form.

The item Submitter must be clearly identified, along with valid contact information as deemed appropriate for this purpose. Each item must be submitted by an S.L.A.A. member, or if not a member of the Fellowship, then a member of the Conference, Lone Groups, Intergroups, Conference Committees or the Board of Trustees. Members of the Conference who are not members of the Fellowship might include FWS office staff, members of the BOT, and/or others as may be determined by future Conferences.

Incomplete submissions will be returned to the Submitter, with a note that it does not meet the criteria for consideration. An item can be modified to satisfy the requirement for ARS consideration and can be resubmitted.

Liaison between ARS and the Submitter:

The ARS will designate a member to serve as ARS Liaison to the Submitter of each item. The ARS Liaison will facilitate communication between the ARS and the respective Submitter throughout the process and will, as applicable, help the Submitter correct incomplete submissions, eliminate reasons that caused the ARS to not further review the item, make revisions to the item and otherwise facilitate the development of well-crafted items for inclusion on the ABM Agenda.

Submitters' Key:

The ABM Agenda does not identify any Submitter, instead assigning a number to each Submitter of an item on the ABM Agenda. The ARS prepares a key that identifies each

numbered Submitter (using first name and last initial for any individual). This Submitters' Key is not circulated to the Conference until after all items on the ABM Agenda have been addressed at the ABM, in keeping with the Tradition to “place principles before personalities.”

Preliminary Review:

Though the emphasis of the ARS Process is designed to facilitate the placement of items onto the ABM Agenda, the ARS will first consider whether or not an item is one or more of the following:

1. Motion or IFD to create, produce, or approve literature where the literature in question has not gone through the Conference Literature Committee review and approval process;
2. Motion or IFD to take an action that is already being taken, including repackaging existing Conference Approved Literature;
3. Motion or IFD containing date-specific information, where the date has passed and was an essential portion of the item;
4. Motion or IFD which cannot be enforced;
5.
 - a. Motion the goal of which is identical to a Motion or portion of a Motion that was defeated or withdrawn after being brought to the floor at the immediately previous ABM (Exception: literature approved and submitted by the Conference Literature Committee may be brought back to the next ABM);
 - b. IFD the subject of which is identical to an IFD or portion of an IFD that was brought to the floor at the two immediately previous ABMs (Exception: draft literature submitted as an IFD may be brought back to subsequent ABMs);
6. Motion or IFD submitted to the Conference that would be more appropriately addressed by another body such as the BOT, a particular Conference Committee, or FWS (not including circumstances relating to Article V, Section 4, of the By-laws where the BOT is seeking input regarding an item that is otherwise within its sole purview).

If the item is one or more of the foregoing, the item will not be placed onto the ABM Agenda and there will be no further review of the item under this ARS Process, subject to the Appeal procedure as described below. This decision is not to be based on committee members' personal opinions or preferences.

The decision that the item will not be placed onto the ABM Agenda and there will be no further review of the item under this ARS Process must have a majority vote of the members of the ARS voting or abstaining on that item. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains), or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on an item, the ARS may designate one member to sit out a

particular vote.

Motions and Items for Discussion from the Board of Trustees:

Motions and IFDs submitted by the Board of Trustees must be placed onto the ABM Agenda by the ARS. However, the ARS may offer the BOT its opinion and make a request for possible revision or withdrawal of a BOT Motion or IFD guided by the ARS Process.

Further Review for Acceptance or Requests for Revision of Received Items:

Questions for the ARS to ask regarding each item receiving further review before deciding whether to include the item as is or send it back to the Submitter with a request for revision:

1. Is the item's goal already effectively accomplished by a Motion previously adopted by the Conference;
2. Is the item's goal identical to a Motion or portion of a Motion already included in the ABM Agenda for the current year;
3. Is the item best combined with another item, at which time the ARS can suggest teamwork between multiple Submitters of items;
4. Has the window of time in which an item's goal already passed as of the time of the submission, or will it pass before the item can be voted upon by the Conference;
5. Does the item's goal exceed the scope of authority of the service entity expected to exercise such authority;
6. Does the item contain names of people, places or things; dates; times; or other specifics that are not integral to the effectiveness of the discussion item or execution of the Motion (Integral to means central to and necessary for.);
7. Does the item contain date-specific information, where the date is not an essential portion of the item;
8. Does the item assume previous agreement, action or processes that may not be the case;
9. Is the item unclear, confusing, vague, ambiguous, or in some other way not comprehensible to the ARS as a whole;
10. Does the item fail to clearly identify implementation of the decision, at least at a conceptual level that can be developed by the Conference, the Board of Trustees, and/or the FWS Office as delegated by the Board of Trustees;
11. Does the Motion fail to respect the right of the Board of Trustees to determine the method of execution of Fellowship-wide priorities (nonetheless, priorities can be set by the Fellowship as a whole through the Conference per Traditions Two and Nine.);
12. Is there an insufficient body of supporting or background information included for the Conference to make an adequately informed decision or comment on the item (per Tradition Two.);
13. Is the item longer than necessary and can be trimmed considerably without losing

effectiveness, scope, or understandability;
14. Would the item more effectively be combined with other items.

These are subjective elements, which will invariably be interpreted differently by individuals. The ARS members are trusted servants, and should be accorded that trust in accordance with the Twelve Traditions and Twelve Concepts. ARS members may consider other elements in lieu of, or in addition to, these suggested elements, so long as such elements are chosen by group conscience of the entire ARS. The ARS will objectively evaluate items in the form submitted. The ARS shall not research the history and merits of an item.

Acceptance of an Item without Change:

Answers of “No” to those 14 Questions will point toward accepting the item without change onto the ABM Agenda while answers of “Yes” will point toward making a request for revision. Nevertheless, there is no formula for this decision and an item may be accepted without change despite the ARS having answered one or more Questions with a “Yes,” just as the ARS may request a revision based on elements not addressed in the 14 Questions.

For an item to be accepted without change onto the ABM Agenda, the item must have a majority vote of the members of the ARS voting or abstaining on that item. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains) or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on an item, the ARS may designate one member to sit out a particular vote. A majority vote to accept an item without change will result in 1) adding the item to the ABM Agenda without change, and 2) inclusion of a note on the right side of the ABM Agenda stating: *This item was accepted without change onto the Agenda by a vote of x-x-x.*

When an item does not receive a majority vote of the ARS for inclusion onto the ABM Agenda without change, it will be considered for the revision process as follows:

Revision of Received Items:

For an item to have a request for revision, the request must have a majority vote of the members of the ARS voting or abstaining on that item. One member may never constitute a majority. A majority vote is unanimity, or 2 out of 3 (whether the third member votes no or abstains) or 3 out of 5 (whether either or both of the others vote no or abstain) or 4 out of 5 (whether the fifth member votes no or abstains). To assure that there is an odd number of possible votes on an item, the ARS may designate one member to sit out a particular vote.

If the Submitter submits a revised item, a majority vote of the ARS (as described above) will be needed to place the revised item onto the ABM Agenda.

If the revised item is placed onto the ABM Agenda, a note on the right side of the ABM Agenda will read: *This item was revised by the submitter and accepted onto the Agenda by a vote of x-x-x.* If there is a minority exception to the vote, that exception may be included as well.

If the Submitter chooses to not accept the committee recommendation to revise, the ARS will continue to work with the Submitter on the requested revision, calendar permitting. If there is insufficient time for further revision or if the Submitter chooses to not accept the recommendation to revise, the ARS will either 1) reject the item or 2) place the item onto the ABM Agenda and a note on the right side of the ABM Agenda will read: *The ARS requested a revision by a vote of x-x-x; however, the item was not revised by the submitter.*

Appeal of Items Receiving Only Preliminary Review by the ARS:

The Submitter may Appeal to the ARS for reconsideration of a decision based on Preliminary Review that the item will not be placed onto the ABM Agenda and there will be no further review of the item.

If the Submitter Appeals, the ARS will prayerfully reconsider its decision taking into account any new information and hold another vote on whether the item will not be placed onto the ABM Agenda (this Appeal is not available for items submitted at the ABM).

If the ARS does not change its decision, the Submitter may choose to Appeal the decision to the CCC. If the item is Appealed, then the ARS will provide the reason (s) for the decision and forward the applicable ARS meeting (s) minutes to the CCC Chair, to be handled at the next CCC meeting.

Conference Charter Committee Process for Handling Appeals:

Any Appeal by a Submitter of an ARS decision based on Preliminary Review that the item will not be placed onto the ABM Agenda shall be handled at the next CCC meeting following the Appeal. Minutes of the ARS discussions (regarding the decision and the Appeal) will be provided to CCC members prior to the CCC meeting at which the item will be addressed. The Submitter may also provide materials that will be provided to CCC members prior to the CCC meeting at which the item will be addressed.

At the CCC meeting, the proposed item, and the reason(s) for the decision will be read. Because of the amount of in-depth discussion at the ARS level, the item will go to an immediate 1st vote, with no preliminary pro and con discussion.

The normal voting process will be used:

- a 1st vote, with an opportunity for minority opinion; then
- a 2nd vote, if necessary, with an opportunity for minority opinion; and then
- a 3rd and final vote, if necessary.

Group conscience (not simple majority or unanimity) of the CCC will be required for the inclusion of the item onto the ABM Agenda.

If the ARS decision is not reversed by the full CCC, then the ARS Liaison will communicate the appeal results, the reason(s) for the appeal results, and alternative avenues for consideration to the Submitter.

Communications Re: ARS Activities:

These guidelines should be published at least once a year in relevant publications and websites at the same time as the first communication of the ABM Agenda submission deadline. Further, any item not placed onto the ABM Agenda based on Preliminary Review shall be noted in the ARS minutes submitted to the Conference Charter Committee and included in the Conference Charter Committee report to the ABM along with the reasons for the decision.

Suggested ABC Conference Committee Activities

First Meeting

- Sign-in, introductions, interest in committee
- Identify recorder to take meeting notes
- Discuss committee mission statement
- Prepare responses to related ABM Agenda Items
- Brainstorm committee activities for year

Second Meeting

- Sign-in, introductions, interest in committee
- Identify recorder to take meeting notes
- Discuss committee mission statement
- Continue 1st meeting activities
- Decide which activities to pursue during year
- Identify milestones and set timelines

Third Meeting

- Identify recorder to take meeting minutes
- Identify people committing to committee and activities
- Gather contact information for all committed members
- Select committee chair and vice-chair
- Determine subcommittee and workgroup membership
- Identify potential costs and develop budget request
- Develop meeting schedule and time for first meeting
- Determine if chair, vice-chair or alternate will attend chairs' meeting

Conference Committee Budget Request

Fiscal Year (October 1st – September 30th): _____

Committee Name/Abbreviation: _____

Committee Chair: _____

Total Committee Budget Request: USD\$ _____

Current F.W.S. Contract Labor Rate: USD\$20.00 per hour.

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Project Name	Lead Person	Date of Completion	Budget Request

Explain, in detail, the planned use of funds requested:

Please make 3 copies of this form and on last day of ABM provide to:

Conference Finance Committee _____

Conference Charter Committee _____

F.W.S. Office _____

Retain original for committee use.

Page _____ of _____

Conference Committee Project Progress

Committee Name/Abbreviation: _____

Project: _____

Report Date: _____

Committee Chair: _____

Project Leader: _____

Project Leader Preferred Contact Information:

Phone: _____ Email: _____

Project Members: _____

Project Budgeted Amount, This Year: _____ Total: _____

Project Expended Amount, This Year: _____ Total: _____

Project Percentage Progress, This Year: _____ Total: _____

Estimated Completion Date: _____

On-going Project Significant Milestones: _____

Details regarding any matters that are hindering the completion of this project, and attempts that have been made to obtain help:

Please make 3 copies of this form and on last day of ABM provide to:

Conference Finance Committee _____

Conference Charter Committee _____

F.W.S. Office _____

Retain original for committee use.

Page _____ of _____

Request for Reimbursement Form

Who Can Use This Form?

Conference Committee members, members of board committees/subcommittees or volunteers of the F.W.S. Office may use this form to receive reimbursement for Calling cards, phone calls or other authorized items as agreed upon by Conference Committee chairs, F.W.S. Office supervisor, Conference Finance Committee or the Board Finance Committee.

Guidelines:

1. The Board Finance Committee (BFC)/Conference Finance Committee (CFC) request that this form be used for each reimbursement check requested.
2. Single items of expense in an amount greater than \$10.00 should be supported by a receipt attached to this form. Expenditures of \$500.00 or more require pre-approval by the Board of Trustees.
3. Please make requests for reimbursement within 30 days of the date of expenditure.
4. All requests for reimbursement must be approved by the committee chair.
5. Send completed form to CFC chair for Conference expenses and BFC chair for Board expenses. All Conference Committee expenses must be mailed or emailed to the CFC Chair directly from the committee chair in order to document that chair's approval.
6. Send form to the CFC via email to <https://www.slaafws.org/cfc> by mail or by fax to the F.W.S. Office via the address or fax number at the bottom of this page.

Date of Receipt or Expenditure	Description	Amount
		USD\$ _____
		USD\$ _____
		USD\$ _____
Total		USD\$ _____

Make check payable to (name) _____

Send reimbursement to (name) _____

Address _____

City/State/Postal Code/Country _____

Committee Name/Abbreviation _____

Committee Chair Approval (signature) _____

Office Use Only:

Approved by CFC or BFC chairs/Name _____

Date Check Sent or Cash Paid _____

Via Mail or In-person _____

Name/Title of F.W.S. Supervisor/BOT paying _____

Check # _____

F.W.S. Office
1550 NE Loop 410, Suite 118
San Antonio, TX 78209 USA
(210) 828-7900 Fax: (210) 828-7922

The Conference Committees, Chair Responsibilities and Accountability

Introduction

At the 2004 Annual Business Meeting, the Conference decided that Conference Committees needed to be accountable for the work they do on active projects within their committee by passing the following motion:

For the accountability of all conference committees to its fellowship and as a tool of organization, each project undertaken by S.L.A.A. conference committees, subcommittees, or individuals will have a projected deadline, determined by the committee members at the start of the project and an evaluation of each project done annually. Based on these reports and the status of each project, conference members will be invited to provide feedback to the Conference Finance Committee (CFC) regarding continued funding of each committee and to the Conference Charter Committee (CCC) for activity accountability. If members have concerns about either CFC or CCC accountability they may direct comments to the Board of Trustees.

What follows is a thorough description of how this accountability is to be employed and the process used for inquiries regarding potential violations of this accountability.

This document was created by Conference Committee Chairs and modified by the Conference Service Manual Revision Work Group of the CCC. This document is intended to be used by future Conferences and is available to anyone inquiring as to the accountability of Conference Members and Conference Committees.

Who are the Committees Accountable to?

Ultimately, the committees and the full Conference are accountable to the entire fellowship of S.L.A.A. The facilitation of this accountability will generally occur within the group conscience of the Chairs of all Conference committees and will be facilitated by the Conference Finance Committee (CFC) and Conference Charter Committee (CCC) for the Chairs in service to the Conference as a whole. Feedback regarding a committee and its effectiveness in its charter and projects as they relate to budgeting and continued funding will be provided to the CFC for budget facilitation by whoever may have a concern. Similarly, the CCC will receive feedback around inappropriate actions, activities, attitudes, planning, etc. from whoever may have a concern. The CCC will facilitate the meetings of the Chairs, the main forum of communication for the Chairs Group Conscience, provide support to the committees as they need, and as appropriate evaluate the progress of the committees – both independently and with the CFC, the Chairs, or other groups or individuals.

The CCC and CFC will receive the budget requests and timelines of the committees from each – with focuses around finances for the CFC and progress, process and activity for the CCC. The CFC will use those projections to establish budgets for the committees within the total funds provided by the BOT for Conference Committee expenses. The CCC will refer to these forms to help with the focus and direction of the committee. While the CFC and CCC have the authority within their charters, this document outlines the forum, processes and guidelines to implement the motion, acting in the interest of the Chairs, the Conference and S.L.A.A. as a whole. Whenever appropriate and possible, the group conscience of the Chairs of the Conference Committees will be the forum for any dramatic actions or decisions. The CFC and CCC (independently and together) have the authority to determine the appropriate forum to address any issues as they arise. These committees perform this service in their

roles as servants, guardians, and leaders within the Conference, and are expected to demonstrate respect, maturity and the ultimate in accountability themselves as they carry out these responsibilities.

As the motion states, concerns or violations on the part of the CCC and/or the CFC should be directed to the Board of Trustees (BOT), who may determine the appropriate course of action and forum for that action, but generally will bring any concerns to the Chairs Group Conscience.

Education

While the request forms have already been created, the CFC and CCC will as needed edit or alter those documents as well as create new ones. Also already in existence is the Conference Service Manual (CSM) which is readily available. It is the responsibility of all Conference Members and Conference Committee Members (even if not a member of the Conference) to study and understand to the best of their ability these documents and the responsibilities involved in these leadership/servant roles. Chairs of Conference Committees ought to be especially familiar with the responsibilities and processes used within these roles and committees as well as the Conference as a whole.

To assist with this education, the CCC will periodically, generally at each ABM, provide guidance and direction in these areas. The CCC is also available at any time throughout the ABM year to help with this on an individual level. Similarly, the CFC will provide assistance as it relates to finances and budgeting. The CCC and CFC are available as needed. The request for assistance is ultimately up to the one needing it (like that of needing assistance when we first began our recovery path – we had to ask).

Determining Deadlines and Beginning Projects

This process is up to the individuals and committees who will be working on the projects – the committees and its own membership. Keeping always in mind that the benefit of the committee, the Conference, and S.L.A.A. as a whole is to be placed before the individual, but that the benefit and well being of the individual closely follows (Tradition One), both must work in concert and neither need stifle the other. That being said, the Conference, its members, the CFC or CCC, or even another Conference Committee may question these timelines and the progress of the work. If a concern or conflict arises that is not easily answered with a direct, appropriate, respectful, mature dialogue between the one inquiring and the individual or group receiving the inquiry, there is a process established that follows later in this document to guide all involved in the next action(s) to follow and the level of group conscience needed to impose change on another.

The CCC and CFC are always available to help with establishing timelines around projects and general committee activities including the related financial requests of the committees. The CCC will facilitate a meeting of the Chairs to help with this soon after the close of the ABM. Ideally, this may be ‘in person’ directly after the close of the ABM, or if no ‘in person meeting’ occurs, then at the first teleconference Chairs meeting within 60 days of the close of the Conference. However, the initial committee request for future budgets needs to be submitted before leaving the ABM, or prior to the established deadline shortly after the ABM/C.

Late submission or failure to submit any request for funding will likely result in nil or inadequate funds allotted to the committee to perform the work on projects it may have anticipated. Similarly, lack of representation at Chairs Meetings and thus absence of responses to inquiries about a project jeopardizes the availability of Conference Committee funds to the committee.

Annual Evaluations

Periodic evaluations occur at the meeting of the Chairs throughout the year. It is up to the Chair (or their ambassador in the Chair’s absence) to insure that their committee is represented at these

meetings and provide information as to the progress, struggles, successes, triumphs, disasters, activity or inactivity and any other experiences within the committees around all active projects for which funding has been requested, time has been spent, and decisions have occurred. An annual summary shall be provided to the full Conference as to the activities of each committee by its chairperson (get help from your committee members in the completion of this), and is expected to be submitted by the deadline conveyed for inclusion in the packets of information provided to each Conference member upon her/his arrival and check-in at the ABC. A verbal presentation of this information that may include additional inquiry from others outside the committee is to occur at a meeting of the Chairs, ideally ‘in person’ at the location of the ABM/C before its opening, or if necessary at the last teleconference meeting of the Chairs immediately prior to the ABM/C should an ‘in person’ meeting not be possible.

Lack of representation of a committee at a Chairs meeting may jeopardize continued funding of that committee. It is in the interest of the committee to insure that it is represented. If the Chairperson is not able to attend the meeting scheduled to address this evaluation, another committee member or “ambassador” for the committee is expected to represent the committee.

Who is Responsible to Insure that a Committee is Represented at the Chairs Meetings?

Everyone on the committee is responsible.

While ultimately, the Chair is responsible, each committee member should use discretion and scrutiny in electing a Chairperson. Additionally, should someone not be following through, then maturely, with respect and emotional sobriety, present the issue to the committee as a whole for discussion. If that does not provide a change in action and the proper completion of committee activities and projects, then explore help from the CFC, CCC, , and/or the BOT via your BOT liaison. Use the Conference Committee Conflict Resolution process outlined further in this document to guide you in moving through a conflict or confrontation. Everyone and their efforts on the committee will suffer if any individual or the Chairperson are drastically “dropping the ball” around their responsibilities. Ask for help!

As previously mentioned, it is part of the role of the Chairperson to insure that projects are moving, dialogue within the committee is appropriate and productive, and the committee is represented at Chairs Meetings as well as to the entire Conference and other Conference Committees. Additionally this representation must also occur beyond to FWS, the BOT and its committees, the fellowship as a whole, and the world at-large when applicable. We are all representatives of our committees to all others, both within our committee and outside our committee. *All Conference Members* have accepted a “leadership/servant” role in their election to the Conference, but the Chairs have that same responsibility *to a higher degree*. Chairs lead by serving, and serve by leading. Chairs set the example for others to desire to follow. If they desire to follow, then they will follow.

Again, while the Chairperson is *ultimately responsible*, *we are all responsible* for the actions and representation of our service committees.

Who May Question a Conference Committee?

All of us and even members of S.L.A.A. at large may present mature, respectful, emotionally sober inquiries and expect a response to this inquiry. Each committee, the entire Conference, FWS, the BOT, and all of the members of each are ultimately responsible to the entire fellowship of Sex and Love Addicts Anonymous.

As Conference Members, we, along with other Conference Committees and especially the CFC and CCC, have a special ability and obligation to question in a mature, respectful, sober manner that which seems inappropriate. The BOT has similar responsibilities, yet we who are not part of the BOT also have a responsibility to make these inquiries ourselves. In doing so, we have an obligation to use respect, be appropriate with our inquiry, and treat others only as we would want to be treated. We also

have an obligation to employ the appropriate resources, tools and processes explained in this outline - regardless of whether we fully understand the reason for or agree with the process. These processes and tools emerged from wisdom, experience, and group conscience – so we assume them to be the guidance and direction for us from our Higher Power (Tradition Two). We trust our Higher Power and thus we trust the process.

Some Tips in Communication:

1. Focus on the situation, issue, or behavior, not on the person.
2. Maintain the self-confidence and self-esteem of others.
3. Maintain constructive relationships.
4. Take initiative to make things better.
5. Lead by example.
6. Think beyond the moment.

Principles before personalities.

The Process

Should an individual, the CCC, the CFC, the Chairs, or any other group conscience find the need to address the progress, activities, and/or actions of a Conference Committee, the process outline below is always to be employed.

Conference Committee Conflict Resolution

Sometimes there is conflict within a committee and/or between committees. The following is intended to provide a process of resolution, insuring that all members of the committee(s) are clearly heard and to guarantee the process of “group conscience” without manipulation or influence of the situation.

- a. When any member(s) of a Conference Committee or any member of the Conference feels that some experience or behavior within a committee threatens the integrity of the committee and its work, the Conference, F.W.S., S.L.A.A.-as-a-whole, or that the 12 Traditions of S.L.A.A. are being violated, those/that member(s) are encouraged to request a group conscience meeting of the committee itself for the purpose of discussing the issue.

This meeting needs to be either in-person or by teleconference, thus allowing all members of the committee to participate equally and hear all of the information about the issue directly from the person offering that information at the same time and prior to any vote. (E-mail, electronic or written correspondence does not constitute a meeting due to the limitations of communication for those mediums – even if everyone has access to the electronic meeting.) Once all information has been represented fairly and completely, a vote is taken on the issue. While anyone at the meeting may participate in the discussion, only those who were recognized as members of the committee prior to the issue may vote. This is to guarantee that a vote cannot be influenced or “stacked.”

- b. In the event that the individual(s) expressing concern does not feel the issue has been resolved, that/those individual(s) may attend a CCC meeting, presenting their concern and a summary of the discussion and result of the vote at the committee meeting where the issue was discussed. The CCC will then discuss and vote as to whether it agrees that the issue is a concern. If the CCC by a group conscience majority of 2/3 of its voting members agrees that there is an issue to discuss, the CCC will convene and host a meeting with the committee in question. The discussion and meeting requirements will meet the description stated in “a” above, and after all discussion, the vote will again be by *only those members of the committee in question.*
- c. If the issue is not corrected and a simple majority (50% plus one vote) of the CCC and the person(s) who originally confronted the issue feel that the problem/threat/concern still exists, then the CCC will convene a meeting of the committee in question, the CCC, all the Conference Committee Chairs and

the person(s) who presented the item. This meeting and its discussion will also meet the same description as described in “a” above. Similarly, the vote after all discussion is heard will be *only by those members of the committee in question who were recognized prior to the issue.*

- d. Again, if a simple majority (50% plus one) of the CCC, the Conference Chairs and the person(s) who originally presented the issue feel that it has not been resolved, a meeting of the same description in “a” above is called which includes the committee in question, the person(s) presenting the issue, the CCC, the Conference Committee Chairs and the Board of Trustees (BOT). The vote, after all aspects of the issue have been heard, *will still be exclusively with those members of the committee in question who were recognized as members of that committee prior to item “a” above.*
- e. If the simple majority (50% plus one) of the group conscience of the member(s) presenting the issue, the CCC, the Conference Committee Chairs and the BOT feel the issue is still unresolved, then the issue will be taken to the full Conference either at the next ABM as the first item on the agenda or at a special meeting if a simple majority of this same group conscience feels that the item presents an urgency that will not be satisfied by waiting until the next scheduled ABM. This meeting will also be either in person or by teleconference.

All sides of this issue will be heard completely regardless of the time involved. Once all perspectives have been heard and 30 seconds passes with no one offering any additional discussion, the item/motion will be restated, 60 seconds of silence observed immediately followed by a vote of the entire Conference. In the case there is minority in the vote, then the minority opinion will be heard and the item/motion again restated, 60 seconds of silence immediately followed by another vote of the entire Conference. If the vote changes, the minority opinion process (exactly as stated above) is again exercised and that vote is final.

A 2/3 majority of the Conference vote will be considered binding upon the committee in question, while a simple majority (50% plus one) will be considered a recommendation to the committee in question. The CCC, Chairs, BOT or Conference will no longer concern itself with the original issue of this committee unless the committee does not comply with a binding 2/3 resulting vote of the Conference.

In that instance, the Conference would explore and entertain options including, but not limited to, removing the Chair(s) of the committee in question and disbanding or reorganizing the current membership of the committee in question. This will be only by a 2/3 majority of the full Conference.

Conclusion

While this document is intended to employ the will of the Conference within the motion passed in 2004, this outline itself is not and should not become “Conference Approved.” This will permit evolution of this outline by future Conferences or by existing or ad-hoc committees as they deem appropriate.

This is submitted in gratitude and service to future Conferences and the fellowship of S.L.A.A. by members, committees, and the BOT from the 2004/2005 Conference. We respect and honor the members of S.L.A.A. along with previous and future Conferences of S.L.A.A. with the creation of this document.

Accountability Process Timeline Implementation

1. In person meeting of the Chairs – delivery by CCC and CFC of this information (Accountability document, Serving on a Conference Committee, the progress sheet developed by CFC, and a blank budget request form as well as completed copy of the request they had just submitted a few hours previous. This meeting will establish expectations for the year, meeting dates and times, timelines, review of budget request submitted, any clarification or revisions of the budget/project request, etc.
2. First Chairs teleconference meeting 1-2 months (Sep/Oct) after the ABM - this would be focused as past Chairs calls are - to support and "jump-start" any struggling committees.
3. Winter (January) Chairs teleconference meeting - CFC would have sent progress form requesting completion and return for review at the Chairs meeting. This meeting will focus on forward progress of the committees and their projects along with secondary support of struggling committees and reviewing timelines like feedback on the Agenda.
4. Spring (March/April) Chairs teleconference meeting - More focused review of committee progress on projects and possible reallocation of funds. Lack of participation (or at least communicating the progress of projects if representation has not been possible) jeopardizes committee budgets if CFC needs funds for other active and represented committees or the group conscience of the Chairs feel a committee's funds should be reduced or withdrawn (self accountability to have representation at the meetings). Again, secondarily support of struggling committees, presentation of timelines (feedback on Agenda, written reports to F.W.S. for next Conference, etc.)
5. In person Chairs meeting at beginning of ABM - the chairs will have been expected to provide written reports to FWS for the packets to the Conference members, so this meeting will simply be a review of that and serve as the "annual review" in the motion. The progress of projects in the initial request from the previous ABM should be accounted in that report. The group conscience of the Chairs would decide if any drastic action is needed and also could schedule additional meetings at the ABM if they have an "issue" which needs further attention.

the Journal/Publishing Policy

The 1989, 1990, and 1991 General Service Conferences of Sex and Love Addicts Anonymous adopted motions that established *the Journal*. This publishing policy is intended primarily to facilitate transitions for rotating service positions on *the Journal* Production Team by maintaining institutional memory. This policy may be revised as needed by the group conscience of the Conference Journal Committee (CJC).

Creative Contribution Requirements

- Any sex and love addict in recovery can contribute their writing or visual art to *the Journal*. Non-members may also contribute original work related to S.L.A.A. recovery. Personally identifying information, such as surnames, will be removed per the 12th Tradition of anonymity. To achieve geographical balance, contributors are encouraged to include a city/country of residence in their byline.
- All creative contributions must include citations for any references or excerpts that legally require attribution. Photographs of copyrighted artworks, such as statues or paintings, require copyright release by the appropriate artist or institution. Photographs may not include recognizable faces.

Copyright Release

- By submitting an original work, the submitter acknowledges that there is no right to compensation and grants to The Augustine Fellowship, Sex and Love Addicts Anonymous, Fellowship-Wide Services, Inc. (F.W.S.) the right to edit, quote, print, publish, re-publish and distribute the submission in *the Journal*, including in a collection of works or archive, whether in print, electronically, online, or in an advertisement of *the Journal*. Only entirely original work should be submitted. By accepting a contribution for publication, there is no implied responsibility on the part of F.W.S. to protect the copyright or other interests of the person submitting the work against use by third parties.

Style Guide

- The S.L.A.A. By-Laws and Core Documents may be consulted for correct spelling and punctuation usage particular to S.L.A.A., such as the inclusion of periods in the official acronym.
- Creative contributions may be published 'as is' without style guide corrections to honor a contributor's personal preferences, such as in the capitalization of "higher Power."

Branding

- *the Journal* brand was redesigned in March 2009 with the suggestion to italicize *the Journal* name when possible. On the magazine's front cover, the logo of *the Journal* appears in a dense orange with only the letter J capitalized, and the definite article hanging over the hook of the J.

Content

- The CJC oversees most policies related to publishing, acceding production concerns, such as the magazine's editorial content, to the Managing Editor and Production Team. The CJC voted in January 2010 to reference each issue of the Journal on the cover by the issue number. The current month is included in each issue's copyright: " © Month, Year, The Augustine Fellowship, Sex and Love Addicts Anonymous, Fellowship-Wide Services, Inc. All rights reserved.
- Reproduction of S.L.A.A. literature should be accurately cited and only include the most recent version available. Every Core Document must be reproduced in its entirety as on the F.W.S. Website.

S.L.A.A. Meeting Copy Policy

- The CJC voted in March 2010 to withhold permission to any meeting wanting to make copies of *the Journal*, which is a copyright infringement, and recommends that meetings purchase multiple copies for use at meetings to support the fellowship and carry the message.

Translation Policy

- The CJC supports the translation of the Journal into native languages through the official translation process approved and supervised by the CTS (Copyright-Translations Subcommittee.)

the Journal Production Policy

1. The primary purpose of *the Journal* Production Team is to reach ‘the addict who still suffers’ by producing each bimonthly issue of *the Journal* within an agreed upon production schedule and in observance of S.L.A.A. Traditions.
2. The auxiliary purpose of *the Journal* Production Team may include projects related to customer service, marketing, quality control, etc. the involvement of which may affect other service bodies. The Conference Journal Committee (CJC), represented by the CJC chair, is ultimately responsible for facilitating partnerships between *the Journal* Production Team and affected service bodies by first and foremost honoring Tradition One to preserve S.L.A.A. unity.
3. The Managing Editor is elected by the group conscience of the CJC after this open service position is announced to the greater S.L.A.A. fellowship for a minimum of one month. All other elections to *the Journal* Production Team are decided by the group conscience of the current Production Team chaired by the Managing Editor after similar announcements.
4. Per Concept 3, the traditional right to decide rests with the Managing Editor regarding the inner content of *the Journal*. Any Production Team member may request the group conscience of the entire Production Team regarding any production concern within a given time frame so as not to delay the production schedule. Production concerns from outside the Production Team may be directed to the CJC, which the Managing Editor is required to attend.
5. All Production Team business, including reaching the group conscience, may be conducted via email or teleconference chaired by the Managing Editor. In case of a tie, the vote cast by the Managing Editor is decisive. Anytime the group conscience is reached, production will proceed with any changes to meet any deadline. However, to settle any unresolved conflict for future policy the matter may be brought before the CJC in observance of Conference Committee standard procedures as outlined in the Conference Service Manual.
6. First draft of *the Journal* is delivered to the Production Team for review. Final draft is delivered to the entity responsible for printing and distribution. The CJC may receive a copy of the final draft for reference purposes rather than review per Concept 3. Each draft of *the Journal* must be kept private, draft issues are not for personal distribution.
7. The F.W.S. Office Supervisor oversees the management of subscriber payments and subscriber lists to maintain confidentiality in observance of the F.W.S. Privacy Policy sharing statistical information on a quarterly basis with *the Journal* Production Team. The *e-Journal* Subcommittee oversees the e-publishing of *the Journal* in electronic formats.

<i>the Journal</i> Production Team			
<i>volunteer position</i>	<i>description</i>	<i>requirements</i>	<i>election term cycle</i>
Managing Editor	2-year commitment. Oversees production of each issue of <i>the Journal</i> . Chairs discussions among the Production Team. Per S.L.A.A. By-Laws, expenses paid by F.W.S. to attend ABC/M as a voting member.	1 year sobriety, CJC attendance	January 1 st every odd-numbered year
Layout Editor	2-year commitment. Works with the Managing Editor and the Art Director to provide the layout for each issue of <i>the Journal</i> .	6 months sobriety	January 1 st every odd-numbered year
Outreach Director	2-year commitment. Raises awareness of <i>the Journal</i> via flyers and announcements encouraging service, creative contributions, and new subscriptions.	6 months sobriety, CJC attendance	January 1 st every even-numbered year
Art Director	2-year commitment. Designs the cover and provides input and artwork.	None	January 1 st every even-numbered year
Editorial Assistants	1-year commitment. Assists the Managing Editor with production efforts.	None	January 1 st every year
Proofreaders (2)	1-year commitment. Proofreads each issue of <i>the Journal</i> within a given time frame.	None	January 1 st every year
Other Journal-Related Service			
Contributors	Contribute writing and artwork to <i>the Journal</i> .	None	N/A
Journal Reps	Raise Journal awareness. Provide contact info to <i>the Journal's</i> Outreach Director for announcements and flyers to distribute at local intergroups and meetings.	None, or determined by local intergroup	N/A, or determined by local intergroup
CJC members	Attend monthly teleconference meetings to decide annual projected goals and oversee policy for <i>the Journal</i> by participating in the group conscience.	None	N/A

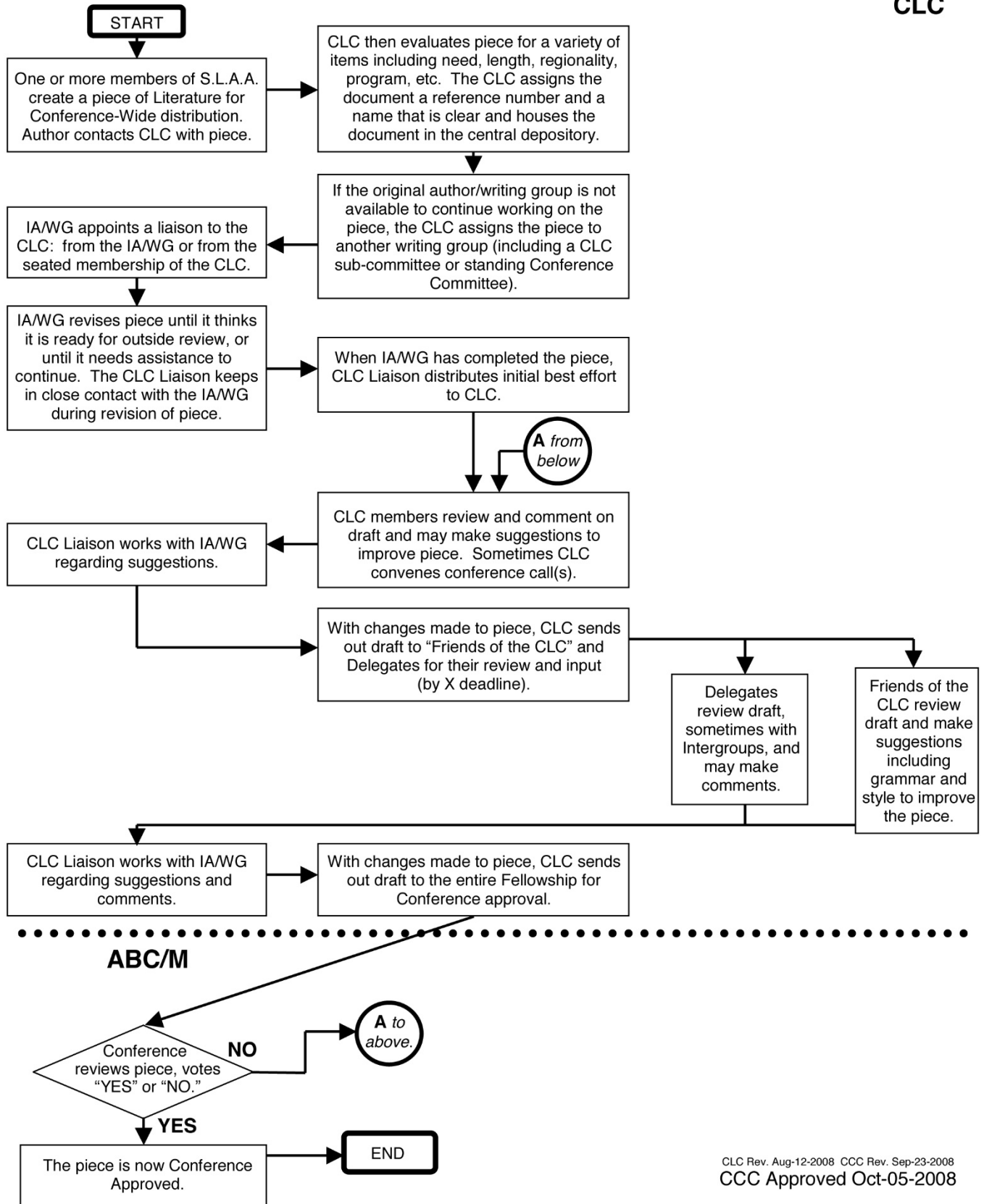
Participate on *the Journal* Production Team or the Conference Journal Committee: <https://www.slaafws.org/cjc>

Initiating Author a/k/a Writing Group (IA/WG)

Conference Literature Committee

Delegates

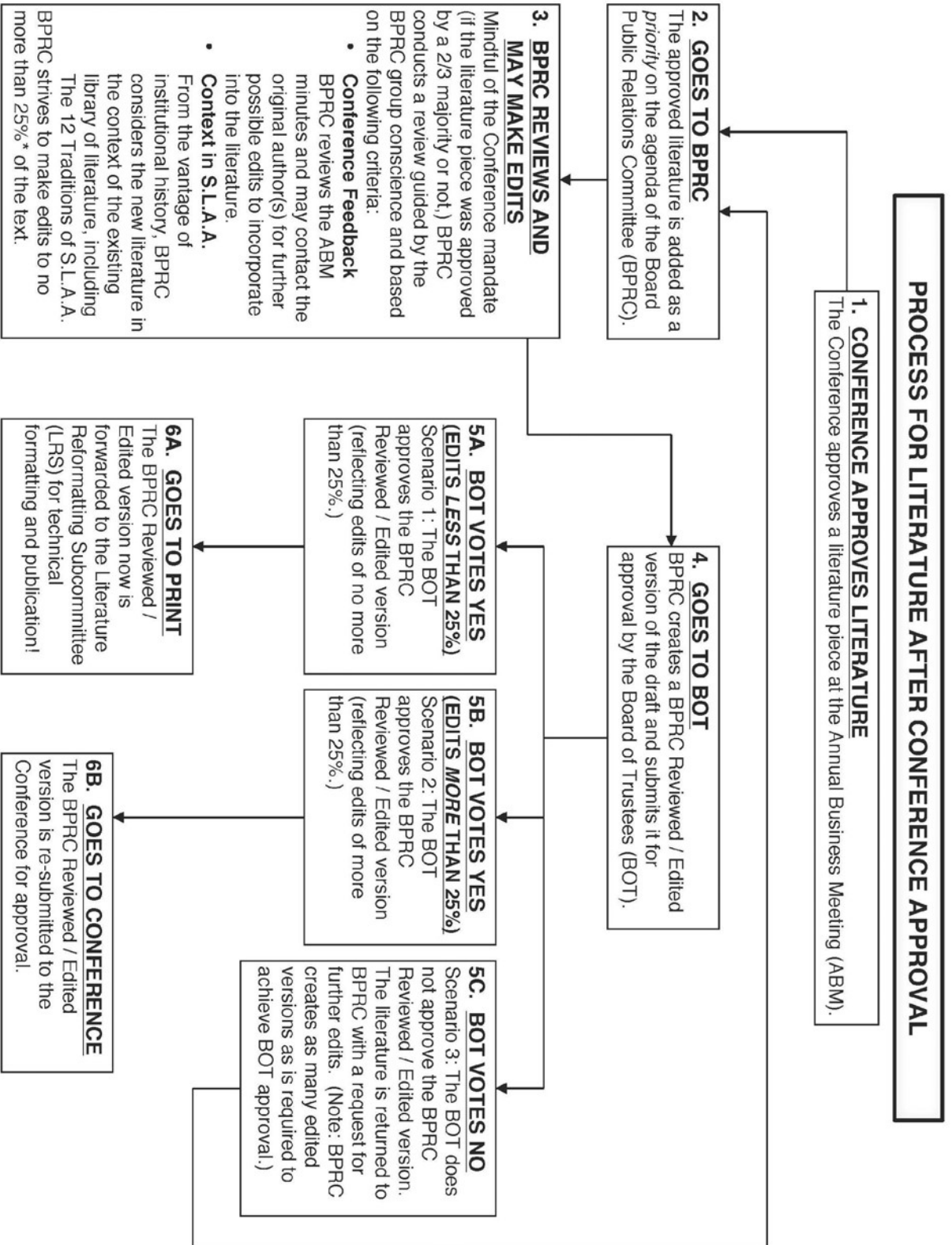
Friends of the CLC



Policy for F.W.S. Email Addresses (Placeholder)

The *Policy for F.W.S Email Addresses* was repealed by the Board of Trustees February 13, 2016. This was due to the F.W.S. emails blacklisted as spam during the preceding months. It seems the automatic forwarding to 2-4 members of the 16 different Conference Committees as well as many other automatic forwarding of emails created this blacklisting.

Currently the F.W.S. Office and Webmaster are working to find another way to forward emails to the appropriate service entities. For this reason, Appendix K is a placeholder until such time as a new policy is developed.



* 25% edits of the text is determined by a comparison of new/deleted words with the original, not including punctuation and formatting edits.

Policy for Merging Conference Committees

Scope: The purpose of this policy is to allow the merger of existing Conference Committees by appropriate group conscience and provide the process for doing so.

Policy: Any Conference Committee can be merged with another Conference Committee pursuant to this procedure.

Procedure:

1. A request from a conference committee to merge with another committee must go through the Conference Chairs Committee and the Conference Charter Committee via email, ABM meeting or regular telephone conference call. The Conference Charter Committee and the Conference Chairs Committee must both approve of the merger through group conscience.
2. The Conference Charter Committee and/or the Conference Chairs Committee may suggest that an inactive or poorly attended conference committee merge with another conference committee when deemed that it is in the best interest of the Conference to do so. Both the Conference Charter Committee and the Conference Chairs Committee must determine, by group conscience that it is in the best interest of the Conference for these committees to merge.
 - a. After merging the inactive or poorly attended Committee, then it becomes a subcommittee of the Committee it is merging with. During Committee reports, the Chair of the standing committee should provide information on any activity of the subcommittee.
 - b. At any time, the subcommittee may return to an active stand-alone conference committee through group conscience of its own membership and by notifying the Conference Charter Committee and the Conference Chairs Committee of its intention.