

# **Development Procedure for Conference-Approved Literature**

## **Idea Originates from:**

- Individual OA Member
- Board or Conference Committee
- Board of Trustees (BOT)
- World Service Office (WSO)

(BOT and WSO may survey the Fellowship periodically to learn what literature the Fellowship would like to see developed)

## **Procedure to submit idea:**

- Fill out Literature Proposal Form
- Submit sample document

## **Steps to Development:**

1. Conference Literature Committee (CLC) considers the proposal during its yearly meeting at WSBC and either votes against developing such a piece of literature or votes in favor of sending it to the BOT for their consideration.
2. CLC trustee submits a motion to the next BOT meeting (in August) that the proposal be approved.
3. BOT takes one of these actions:
  - a. approves the motion, after which the project is added to the Strategic Publications Plan.
  - b. asks that the proposal be revised and resubmitted, and the procedure begins again.
  - c. votes against the idea of such a piece of literature, and the idea dies.

## **Development continues (assuming approval by BOT):**

1. The WSO, working with the CLC trustee, locates an OA member/professional writer to write the manuscript, and/or a subcommittee of the CLC forms (may have formed at the CLC meeting in anticipation of the board approving the proposal); the subcommittee may also include BOT members and members of the committee that submitted the proposal.
2. The subcommittee either approves a draft manuscript developed by a professional writer or develops a manuscript on its own.
3. The draft manuscript goes through at least two comment rounds with the subcommittee and a final comment round with the full CLC; 2/3 favorable vote by the full CLC is required to continue.
4. The approved manuscript is sent to the WSO publications department for editing.
5. The Publications Department sends the edited manuscript to the board and invites their comments.
6. The Publications Department compiles the board's comments and sends them to the CLC. The CLC and the Publications Department work together to prepare a final manuscript, which is submitted to the board with a motion by the CLC

trustee asking that the board approve the manuscript for consideration at the next WSBC; a 2/3 favorable vote by the BOT is required.

7. The manuscript is sent to the WSBC delegates for their consideration; a 2/3 favorable vote is required for approval.
8. If a manuscript is not approved at WSBC, delegates are asked to submit in writing the reasons they voted against the piece, which can be used as a resource in the revision process; the BOT determines whether the CLC should continue working on the piece or it should be discontinued.
9. If the manuscript is approved at Conference, it goes to the publications department for design and development into a finished piece.

↳ Process for completion about 3-4 months, once goes to publications.

## Recommended Timeline for Literature to be Approved at WSBC 2011

### NOTES:

(1) The following timeline applies to the Board of Trustees meeting in November 2010. There will also be a second opportunity at the BOT meeting in February 2011.

(2) The delegate co-chair of the CLC facilitates the process of obtaining comments and votes from the full committee. The delegate co-chair decides whether more than one comment round or voting round is needed.

(3) The only dates "set in stone" are the motion deadlines and the BOT meetings. Other dates can vary, but please allow at least 30 days for the editorial review and BOT comments to be completed.

Task	Completed by
Subcommittee completes draft of manuscript and sends it to delegate co-chair. Delegate co-chair sends draft to full committee.	8/24/10
Full committee reviews draft and sends comments to delegate co-chair. Delegate co-chair forwards comments to subcommittee.	9/2/10
Subcommittee incorporates comments and sends revision to delegate co-chair. Delegate co-chair sends revision to the full committee.	9/10/10
Full committee votes on whether the manuscript is ready to be submitted to the BOT.	9/15/10
If 2/3 vote is favorable, delegate co-chair sends manuscript to the WSO Publications Dept. for editorial review.	9/16/10
Pubs. Dept. sends edited manuscript to BOT for a "preview" comment round.	10/1/10
Pubs. Dept. compiles the board's comments and sends them to the delegate co-chair. Delegate co-chair forwards board comments to subcommittee.	10/15/10
Subcommittee reviews and incorporates board comments.	10/22/09
Pubs. Dept. prepares a final draft of the manuscript, and trustee co-chair prepares a motion for the BOT meeting.	10/26/10 (motion deadline for November BOT meeting)
BOT reviews the manuscript and votes whether to approve or deny the motion.	November BOT meeting (11/18-20 2010)
If the motion is approved, Pubs. Dept. prepares the manuscript for WSBC approval. Trustee co-chair prepares a motion to accompany the manuscript.	TBD (March 2011)
If the motion is denied, the subcommittee can revise the draft and repeat the same procedure to submit a revised manuscript to the BOT for consideration at the February, 2011 board meeting. This will be the last opportunity for the board to approve manuscripts to be presented at WSBC 2011.	<b>Estimated dates:</b> - Pubs. Dept. receives manuscript for editing, 12/14/10 - BOT "preview" comment round, 1/1-1/15/2011 - Motion deadline 2/2 (est.) - BOT meeting 2/24-2/26 2010 (est.)