

The A.R.T.S. Anonymous Conference Service
Manual 2026

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PART 1: CONFERENCE CHARTER

(Passed by the 2022 World Service Conference on October 29, 2022, ratified on October 30, 2022)

Articles 1 through 10 of the A.R.T.S. Anonymous World Service Charter

1. **Purpose:** The members of the Fellowship, represented at the World Service Conference (WSC) of A.R.T.S. Anonymous, and guided by a loving Higher Power, exist to support the (autonomous) groups and A.R.T.S. as a whole. Only matters seriously affecting A.R.T.S. worldwide shall be considered by the Conference. The WSC serves as the group conscience of the Fellowship. As trusted servants they may collectively authorize and establish service committees to carry out their work. The A.R.T.S. World Service Conference safeguards and protects the 12 Steps and 12 Traditions. As the collective group conscience of the fellowship, it serves and does not govern A.R.T.S.
2. **Composition:** The WSC is composed of the following groups of Delegates. Each Delegate has one and only one vote per motion at the conference, even if they serve in more than one capacity.
 - a. *Delegates elected to represent their group at the WSC are called Group Service Representatives (GSRs). The conference is authorized to decide upon the number of delegates representing each group. A group with 5 or more members present at a business meeting may elect two GSRs, and no more.*
 - b. *Groups may elect alternate GSRs who attend the conference and vote when the GSR is unable to be present.*
 - c. *The trustees of the A.R.T.S. Board.*
 - d. *A delegate from each committee who is not otherwise a delegate.*
3. **Delegates' Role at the Conference:** The Conference will act for A.R.T.S. in the perpetuation and guidance of its world services, and it will also be the vehicle by which A.R.T.S. members express their views upon all vital matters of policy and all potentially hazardous deviations from the 12 Traditions and 12 Concepts of Service in A.R.T.S. Anonymous. At the Conference, GSRs, as trusted servants, consult with the members they represent and are free to vote as their conscience dictates; they are also free to decide what questions should be taken to the group level.

Delegates vote on issues affecting the entire Fellowship. They elect Trustees, approve literature, provide guidance for public outreach, establish policies and procedures, and maintain the integrity of the foundational documents*. Delegates may serve on committees. The group conscience as expressed at the WSC, is binding by program tradition, as long as it does not interfere with A.R.T.S. nonprofit corporate status.

The exception is that no change in Article 10 of the Charter, or in the 12 Traditions of A.R.T.S., or in the 12 Steps of A.R.T.S., can be made with less than the written consent of three-quarters of the A.R.T.S. groups.

4. **The Relation between Conference and the Board of Trustees:** As the group conscience of the A.R.T.S. Anonymous Fellowship, the Conference functions as guide and advisor to the Board of Trustees in perpetuation and growth of the A.R.T.S. Anonymous program. The Conference will be expected to afford a reliable cross section of A.R.T.S. opinion for this purpose.

By tradition, a 2/3 vote of Conference delegates obligates the Board of Trustees to act on its resolutions. However, no such vote can interfere with the Board of Trustee's obligation to conduct routine business, or financial and legal matters.

By tradition, a 3/4 vote of all Conference delegates may bring about a reorganization of the Board of Trustees and its staff members. The Conference may request resignations, may nominate new trustees, and may make all other necessary arrangements, regardless of the legal rights of the Board of Trustees.

5. **World Service Delegates:** The Conference will determine Delegate terms of office. GSR Delegates may represent only one meeting; members of the Board of Trustees may not also serve as Delegates for a meeting; each Delegate may cast only one vote.
6. **World Service Conference Organization:** The WSC governs itself, although it collaborates with the Board of Trustees. The Conference chooses its election methods and rules for voting, such as percentage of votes required to pass resolutions.

Conference Committees: The Conference may choose to establish committees. Any A.R.T.S. member may serve on committees. Each committee may have a Board member serving as Board liaison. The committee will elect a member as committee chair.

Board Committees: The Board of Trustees may also establish committees and include Program Members as well as Conference Delegates.

7. **The World Service Conference Meetings:** The Conference will meet yearly through an online platform or in-person, or a hybrid of the two. Special meetings may be called should there be a reason. The Conference may also render advisory opinions at any time by mail, e-mail, telephone or virtual meeting poll in aid of the Board of Trustees or its related services.

For purposes of conducting business at the World Service Conference, a quorum is met when there are at least twice as many voting delegates from meetings and committees present as the number of members of the Board of Trustees present.

8. **The Board of Trustees: Composition, Jurisdiction, Responsibilities:** The Board of Trustees of A.R.T.S. Anonymous shall be an incorporated trusteeship, who elect their own successors. These choices are subject, however, to the approval of the Conference by two-thirds vote. All trustee candidates must submit a written application to the Board, stating their qualifications and understanding of the A.R.T.S. Anonymous Traditions. They pledge to carry the message of A.R.T.S. Anonymous in a manner consistent with the Traditions. The WSC may also nominate trustees. If approved by the Conference by two-thirds vote, a nominee is then elected to the Board of Trustees, the trustees being obligated by the 12 Traditions to accept the nominee.

The Board of Trustees is primarily responsible for the financial and policy integrity of A.R.T.S. World Service. The Board of Trustees has entire freedom of action in the routine conduct of the policy and business affairs of the A.R.T.S. World Service corporation. The Board of Trustees' executive committee is essentially custodial in character, assuming leadership of the day-to-day operations of the World Service Office.

The Bylaws of the Board of Trustees, or any amendments to it, should always be subject to the approval of the World Service Conference by a two-thirds vote.

Except in a great emergency, neither the Board of Trustees nor any of its related services ought ever take any action liable to greatly affect A.R.T.S. as a whole, without first consulting the Conference. It is understood that the Board shall, in times of grave emergency only, decide whether its actions

require prior support from the Conference. Nevertheless, the Conference will be consulted as soon as possible.

9. **The World Service Conference, Its General Procedures:** The Conference will hear the financial and policy reports of the Board of Trustees. The Conference will confer with the trustees and staff members upon all matters presented as affecting A.R.T.S. as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions for the advice or direction of the Board of Trustees.

The Conference may also discuss and recommend appropriate action respecting serious deviations from A.R.T.S. tradition or harmful misuse of the name "ARTS Anonymous."

The Conference, as a self-governing body, may draft any needed bylaws for itself and select its own officers and committees.

The Conference at the close of each yearly session will draft a full report of its proceedings, to be supplied to all delegates and committee members; also, a summary which will be sent to A.R.T.S. groups throughout the world.

10. **General Warranties of the Conference:** In all its proceedings, the World Service Conference shall observe the spirit of the 12 Traditions and 12 Concepts of Service of A.R.T.S. Anonymous, taking great care that the Conference recognizes its role as the group conscience of the A.R.T.S. fellowship as a whole.

This means:

- a. No service entity ever becomes the seat of perilous wealth or power.
- b. ARTS service entities maintain an ample prudent reserve sufficient for their operations. Any additional funds will be available to carry out the primary purpose of the fellowship, 'to express our creative gifts and help others to achieve artistic freedom.'
- c. No member has unchecked authority over any other member.
- d. All group conscience decisions are reached by discussion, vote, and consensus when possible.
- e. No service entity action shall ever be personally punitive or incite public controversy.
- f. ARTS service entities will always remain democratic in thought and action.

PART 2: THE 12 CONCEPTS OF SERVICE OF A.R.T.S. ANONYMOUS

(Passed by the World Service Conference in October 2022 and corrected by the WSC in October 2023)

12 Concepts of Service of A.R.T.S. Anonymous

Concept One. The ultimate responsibility and authority for A.R.T.S. world service belongs to the collective conscience of the A.R.T.S. groups.

The groups delegate authority to the World Service Conference (WSC) and to the Board of Trustees. The members of the Board of Trustees are entrusted with conducting the day-to-day administration necessary to carry the A.R.T.S. message to the artist who still struggles to express their creativity. Groups are autonomous and World Service has responsibility only for matters that affect the entire fellowship or groups affecting other groups.

Concept Two. The A.R.T.S. Anonymous World Service Conference is the voice and conscience of our global fellowship in its world affairs.

The WSC is the voice of the groups and has been entrusted with the authority to run the operations of A.R.T.S. world service.

Concept Three. The Right of Decision makes effective leadership possible.

Meeting officers are chosen to carry out the technicalities of running a meeting and are empowered to make decisions for that purpose. They do not govern and always carry out the group conscience. On the World Service level, the groups have chosen delegates to represent them. The delegates have the responsibility and authority to make decisions that are required by their service positions. Likewise, members of WSC Committees and the Board of Trustees have the right to make decisions. All decisions must be consistent with the 12 Traditions of A.R.T.S. Anonymous. Whenever possible, decisions should be based on the group conscience.

Concept Four. Participation is the key to harmony. Voting representation is in reasonable proportion to service responsibilities.

In A.R.T.S. leaders are but trusted servants. At the same time, groups choose members to represent their views and to oversee the day-to-day activities of the Fellowship. This seems like a contradiction. The principle of participation blends these two contradictions.

When members participate in decisions and know that their voice is heard, they feel included and valued. They feel like part of the group rather than outsiders. This creates harmony and encourages more members to participate in service.

Member participation with A.R.T.S. anonymous is inclusive and it is valued. Participation through service positions assist the growth and development of the trusted servant and A.R.T.S. Anonymous as a whole.

When participation is lacking it affects the spirit of the group and it affects the balance of shared responsibility for the group to work effectively. What ensures harmonious relations will happen on the extent to which each service player understands and carries his or her proportion of the work. In A.R.T.S. leaders are but trusted servants.

Concept Five. Group conscience decision-making requests minority opinions and gives members the opportunity to express them.

“The only requirement for A.R.T.S. membership is a desire to function as a creative artist.” Tradition 3. All A.R.T.S. members value their freedom to work the program and participate in their own way within the guidance of the 12 Traditions. Every member can expect respect and consideration when voicing their opinion. Minority views are not “shut down” by the majority.

Concept Six. The Conference acknowledges the primary administrative responsibility of the Board of Trustees.

As it is not possible for the groups to run the everyday affairs of the World Service Office, they have delegated this responsibility to the WSC. In turn, because the WSC generally meets annually (or more often as needed), the WSC delegates the administrative responsibility to the trustees. At the same time, the WSC oversees the trustees to make sure that the Traditions are observed.

Concept Seven. The Board of Trustees has legal rights and obligations while the rights and obligations of the Conference are traditional.

The existence of the Board of Trustees is required by the laws of the State of New York, and the Board is recognized as legally responsible to maintain the A.R.T.S. policies and procedures according to those laws. The rights of the WSC are “traditional,” that is, based

on the 12 Traditions. In the years in which 12-step programs have been flourishing, the board steps back and allows the traditional democratic principles to guide the Fellowship.

Concept Eight. The Board of Trustees delegates full responsibility for the operations of the World Service Office to the executive committee.

The board elects an executive committee which takes on the management of the World Service Office in order to respond to day-to-day operations. In case of an emergency, the executive committee will promptly inform the entire board of trustees of any actions taken.

Concept Nine. Good leadership at all service levels is essential. In the field of world service, the Board of Trustees assumes the primary leadership.

The board of trustees acts as the leadership of the fellowship. In accordance with the Traditions, they do not impose decisions on the fellowship, but rather implement its decisions as expressed in the WSC. Board members are chosen, among other things, for their willingness to serve as collaborative leaders. Trustees are chosen by the World Service Conference.

Concept Ten. Service responsibility is balanced by clearly defined service authority. Those with responsibilities are accountable to only one service authority, avoiding conflict.

Each service position reports to only one service entity, so that there is not a conflict with competing demands.

Concept Eleven. The World Service Office is composed of standing committees, executives, and staff members.

The WSO includes standing committees of the board of trustees, the members of the executive committee, and staff members who are employed by the WSO.

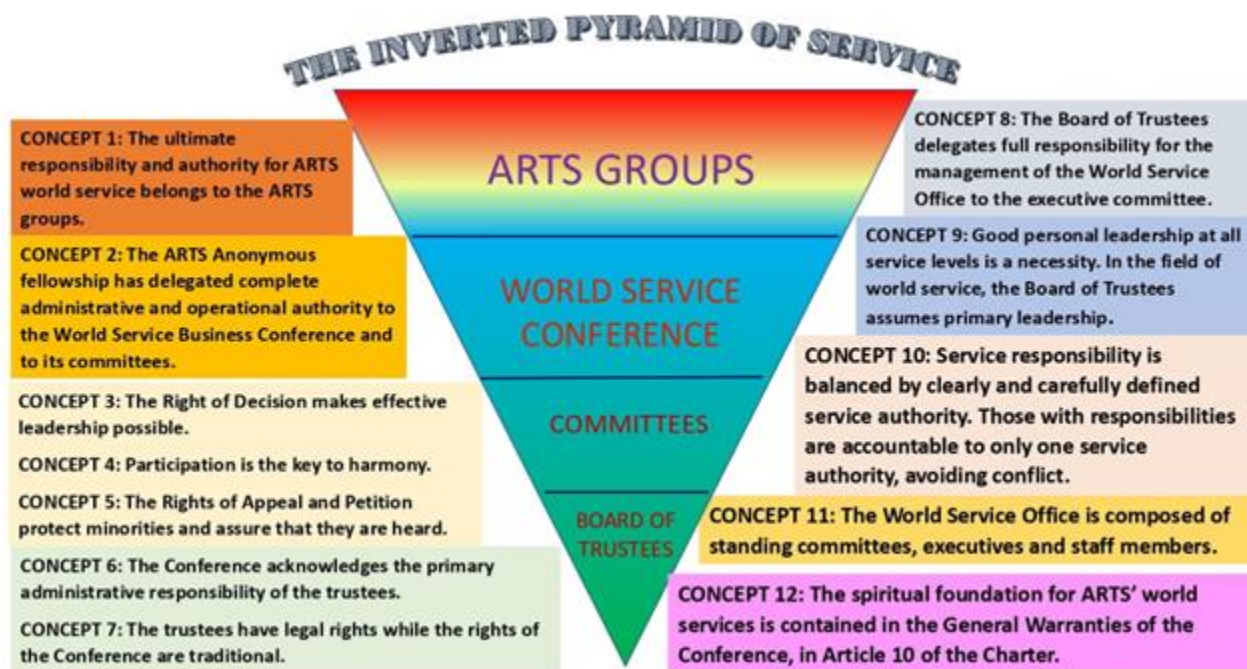
Concept Twelve. A Loving Higher Power provides the spiritual guidance for A.R.T.S. World Services. This guidance is expressed in the General Warranties of the Conference, in Article 10 of the Charter.

- a. *No service entity ever becomes the seat of perilous wealth or power.*
- b. *ARTS service entities maintain an ample prudent reserve sufficient for their operations. Any additional funds will be available to carry out the primary purpose of the fellowship, "to express our creative gifts and help others to achieve artistic freedom."*
- c. *No member has unchecked authority over any other member.*

- d. *All group conscience decisions are reached by discussion, vote, and consensus when possible.*
- e. *No service entity action shall ever be personally punitive or incite public controversy.*
- f. *ARTS service entities will always remain democratic in thought and action.*

PART 3: SERVICE STRUCTURE

The Inverted Pyramid of Service



PART 4: DELEGATES TO THE WORLD SERVICE CONFERENCE

Who is a Delegate

(Passed by the 2026 World Service Conference in January 2026)

To allow A.R.T.S. groups one Delegate to represent each meeting with an Alternate Delegate. If the meeting has at least five members who are present at the business meeting where the election occurs, the meeting may elect no more than two Delegates and two Alternates.

At the World Service Conference, each Service Committee has standing to participate, including the election of one delegate from each Committee selected from those who are not board members, or a meeting delegate.

Delegate Terms of Office and Right to Vote

(Passed by the 2026 World Service Conference in January 2026)

A suggested term limit of two years for meeting GSRs (aka group/meeting delegates), subject to approval or alteration by the meeting the delegate represents.

*The information below is posted on the website (add link).

INFORMATION FOR DELEGATES AND ALTERNATE DELEGATES TO THE WORLD SERVICE CONFERENCE OF A.R.T.S. ANONYMOUS

Who/What is a Delegate or Alternate Delegate?

- Delegates are the representatives to the World Service Conference (WSC) who have the right to vote. (In other programs delegates who represent the groups are called "GSRs" or Group Service Representatives).
- **Delegates include:**
 - One or two elected and registered representatives from each A.R.T.S. Anonymous group (GSRs).
 - One representative from each service committee.
 - Members of the Board of Trustees

What does a Delegate or Alternate Delegate do?

- Delegates attend the annual World Service Conference (WSC), anticipated to be virtual for the time being, and stay in communication with World Services and the WSC. Additional meetings of the WSC may be called if necessary.
- Delegates are invited to join Conference committees. These are an opportunity to make the voice of the meetings heard as well as to make decisions about how the actual WSC will run. This can really make a difference for the future of A.R.T.S. Anonymous!
- At the WSC meetings, delegates vote on issues affecting the entire Fellowship, such as approving Trustees, approving Literature, establishing Policies and Procedures, and any changes to important documents such as the Steps & Traditions.
- Delegates vote on public outreach efforts and give guidance to the Board of Trustees.
- Delegates do not govern. However, the group conscience as expressed at the WSC is binding by program tradition, as long as the Fellowship does not interfere with the legal requirements of the non-profit status of ARTS Anonymous, Inc.
- Delegates represent their own A.R.T.S. Anonymous group (meeting) and consult with the members they represent about important issues. The meetings “delegate” responsibility to the Delegate/GSR to listen to the deliberations of the WSC and make choices. They also may bring questions from their meeting to the WSC. Examples might include requests for pieces of literature.
- Delegates bring back to the group the results of WSC proceedings and keep members informed of what is happening within the world-wide Fellowship.
- Alternate Delegates “stand in” for the Delegate when the Delegate is not available. When an Alternate is standing in for a Delegate, they do everything a Delegate does, including voting.

How do you become a Delegate or Alternate Delegate?

- Delegates and Alternates must be elected by their group.
- Each A.R.T.S. Group elects one Delegate and one Alternate Delegate to represent it. If the meeting has at least five members who are present at the business meeting where the election occurs, the meeting may elect no more than two Delegates and no more than two Alternates.
- Alternates only vote at the WSC if the Delegate cannot. Of course, all who would like to may attend, but not all have a vote.
- Once the Delegates and Alternate Delegates are elected, please fill out the Delegate/Alternate Delegate Registration Form to let the A.R.T.S. World Service Office know who is representing the group. (One form for each Delegate/Alternate Delegate). This can be found on the A.R.T.S. Anonymous website ([click here](#))

- It is essential that we have contact information, including phone number and email, for all Delegates and Alternates so we can inform them of upcoming meetings, and details and information for the WSC. World Services will send out meeting agendas for the Pre-Conference and the WSC, and information about issues that will be voted on at the WSC. (Delegates may also bring issues to the WSC by submitting them to the Conference Service and Support Committee.)

What does the WSC do?

- Each group is autonomous unless their decisions affect other groups, or the entire Fellowship. Therefore, the World Service Conference (WSC) has the responsibility to provide guidance to the meetings, the Board of Trustees, and issues affecting A.R.T.S. Anonymous as a whole.
- A.R.T.S. Anonymous follows the structure of Alcoholics Anonymous and other 12-Step programs, using the 12 Traditions as the guide.
- The WSC does not govern. It is the embodiment of the group conscience of all the groups (meetings).
- Examples of things the WSC does (or might do)
 - Approve Trustees elected to the Board
 - Approve Literature (This is what is meant by Conference-approved Literature.)
 - Govern itself and set up its own Policies and Procedures. Determine the rules for Delegate selection. The WSC elects its own Chair and Officers.
 - Guide the Board of Trustees in all operations of World Service. It asks questions about and proposes solutions to financial issues.
 - Conduct Fellowship events such as workshops and art shares at the WSC and at other times
 - Work with the Board of Trustees on changes to the A.R.T.S. Anonymous By-laws
 - Create/revise/approve the foundational documents of A.R.T.S. (where permitted by copyright): Steps, Traditions, Concepts of Service
 - Amend the Conference Charter as needed
 - Create and approve efforts and programs such as Outreach

Delegate and Alternate Delegate Registration Form

(Passed by the 2026 World Service Conference in January 2026)

Meeting Delegate/Alternate Delegate Registration Form

Fields marked with an * are required

ARTS Anonymous Group Service Representative or Alternate Group Service Representative Registration Form

Use this form to officially register the Delegate (or Group Service Representative - GSR) and Alternate Delegate (GSR) to represent your meeting. Each Meeting Delegate and Alternate Delegate must fill out a separate form. All information received will be used only by the A.R.T.S. World Service Office for the purpose of conducting the World Service Conference and for communications from the World Service Office throughout the year. Otherwise only your first name and last initial will be used. This form will be collected by World Services using the email you provide in the next box below. **IMPORTANT NOTE: This form only registers you as your Meeting Delegate and/or Alternate. To attend the annual meeting of World Service Conference, your group or meeting will purchase a ticket for the Conference.**

* Indicates required question

Email*

Your email

First and Last Name*

Your answer

Email Address*

Your answer

Phone Number*

Your answer

Select One: Delegate or Alternate*

- Delegate
- Alternate

Name of Meeting, Type of Meeting, Date/Time of the Meeting you are Representing: *

Your answer

Date you were chosen at group's business meeting (approximate date is acceptable) *

Your answer

Number of people at the business meeting when you were chosen *

Your answer

Name & email of meeting contact or officer who witnessed you being chosen

Your answer

Are you replacing a former Delegate or Alternate? If so, please tell us who so the list can be kept updated.

Your answer

Please indicate a committee if you are interested in serving. See the "Service Info" tab on the artsanonymous.org website for more information about committees.

- Policies and Procedures for the Conference*
- Conference Planning (helping to put on the conference) *
- Finance (finance reviews, getting the program solvent)
- Website (reviewing, redesigning)
- Outreach (getting the word out)
- LGBTQ
- Literature (development, approval, review, distribution) *
- Talents and Skills (surveying and maintaining a list of skills of the members to contribute service)
- Recruiting and Nominating (for Service Positions) *
- Sharathon*
- Board of Trustees *

*Indicates currently existing committees. If you wish to start a committee, please contact officemanager@artsanonymous.org.

A copy of your responses will be emailed to the address you provided.

PART 5: CONFERENCE COMMITTEES

The following committees have been established by the World Service Conference:

- Conference Policies and Procedures Committee *(January 2025)*
- Conference Service and Support Committee *(January 2026)*
- Recruitment and Nominations Committee *(January 2026)*

PART 6: CONFERENCE POSITIONS

Conference Chair

(Passed at the 2024 3rd Virtual World Service Conference in January 2025)

To establish a Term Limit of three consecutive World Service Conferences for the position of Conference Chairperson.

The Chair of the A.R.T.S. World Service Conference (WSC) serves as the Facilitator at WSC meetings.

- The WS Conference Chair:
 - Presides over WSC meetings, including mid-year or special sessions.
 - Helps to ensure that the group conscience is developed and expressed in a structured, respectful, and spiritually principled way.
 - Does not debate or advocate during meetings of the WSC or introduce new motions other than procedural motions.
 - Maintains neutrality at all times.
 - Has one vote.

How the Conference Chair is nominated.

- Upon recommendation to and by the Recruitment and Nominations Committee
- By nomination at the time of a WSC meeting.

How the Conference Chair is elected.

- Written or recorded applications will be made available to Delegates two

weeks prior to a vote.

- Delegates have the opportunity to interview all candidates before voting.
- WSC Delegates will vote to elect a Chair at a meeting of the WSC.
- The WSC Chair is elected at the end of the Annual WS Conference to serve a term of one year. In the event that a WSC Chair is not elected at the Conference, or is unable to fulfill their duties, a special session of the Conference shall be held for the purpose of electing a WSC Chair.
- In the event that there is no elected Conference Chair or Vice Chair, the Board will organize and facilitate a special session of the Conference to hold elections.

Conference Vice Chair

(Passed by the 2026 World Service Conference in January 2026)

The Vice Chair for the Conference is elected by the WSC for a one-year term. The Vice Chair may be elected by the WSC for no more than three consecutive one-year terms. □

Responsibilities of the Vice Chair:

- The Vice Chair is available for meetings the Conference Chair attends or leads.
- The Vice Chair supports and assists the Conference Chair in facilitating as requested by the Conference Chair.
- The Vice Chair functions as an alternate Conference Chair when necessary.
- The Vice Chair may not be a member of the A.R.T.S. Board of Trustees.

PART 7: CONFERENCE MOTIONS

How Motions are Handled for the Conference

(Passed by the 2024 3rd Virtual World Service Conference in January 2025)

Procedures for Motions for the World Service Conference

Who may submit motions?

- Individual members (preferably with a group conscience)
- Meeting/group Delegates/GSRs
- Meetings/groups
- Board committees (including the Board of Trustees)
- Conference committees
- The Conference Planning Meeting

How motions may be presented for submission (to be considered for inclusion in the Delegate Conference Packet): Motions may be submitted by any individual member (preferably with a group conscience)

- Members, delegates and committees may also submit motions at committee meetings to be considered for inclusion in the Delegate Conference Packet.
- All motions proposed for the Conference shall be submitted to the World Service Office through a form available on the A.R.T.S. website.
- There will be a deadline set by the Conference Service and Support Committee so that the motion may be formulated with Background and Reasoning for the Delegate Conference Packet.
- Proposed motions will be considered by the Conference Service and Support Committee for inclusion in upcoming and/or future conferences. Proposed motions may be referred to the appropriate committee. If the committee needs further clarification, they will communicate with the proposer. If a motion is rejected, the proposer has the right to know the reasoning behind the rejection by the Conference Service and Support Committee.

During the Conference:

As debate and discussion unfold at the Conference, all voting members are free to vote their conscience.

After the Conference:

- GSRs/Delegates will inform their Group/Meetings about group conscience decisions made at the Conference.
- Following the Conference, a formal, comprehensive report will be created by the World Service Office in cooperation with the Conference Service and Support Committee. This report will contain all Committee reports, motions as passed and any other relevant information. This report is sent to all delegates and is posted on the website.

Literature Development/Approval Process for Conference-Approved Literature

(Passed by the 2023 World Service Conference in October 2023)

Introduction

The purpose of the A.R.T.S. Anonymous Conference Approved Literature Process is to create a body of A.R.T.S. Anonymous Literature that supports members' creative potential. This process enables the A.R.T.S. Anonymous program to gain the right to publish material and/or to post specific pieces of literature for distribution and/or for sale.

A sequence of reviews, successfully conducted is explained below. This will carry a piece of A.R.T.S. Anonymous Literature from draft proposal to final approval, by both the A.R.T.S. Board of Trustees and the A.R.T.S. World Service Conference. The A.R.T.S. literature thus gains the designation of A.R.T.S. Conference Approved Literature.

1. A concept for a piece of A.R.T.S. literature, or a first draft of all or part of an A.R.T.S. literature manuscript, can be submitted by any member, group or service entity of A.R.T.S. Anonymous.

All A.R.T.S. Literature seeks support through a collaborative literature development process. A.R.T.S. literature reflects the principles of unity, anonymity and being self-supporting through our own contributions. Therefore a member submitting a concept or draft of all or a part of an A.R.T.S. Literature manuscript is asked to sign a letter of agreement: 1) releasing the manuscript to the "ownership" of A.R.T.S. Anonymous; and 2) willingness to recuse themselves from and defer to any committee's group conscience decision related to their work.

2. The Board of Trustees (BoT) Literature Committee considers the concept or manuscript in relation to overall literature development priorities and projects. Consideration is given to resources, time and skills. After discussing already existing literature, feasibility, and time needed to develop the project, the submission is positioned among other literature development projects.

<p>3. Manuscript Development: The Literature Committee will determine the appropriate way to develop the manuscript. This will include providing writing and/or editorial guidelines. The committee may hire or contract a writer, translator and/or editor to compile and edit member submissions. Forming such a manuscript for the piece of literature is subject to terms approved by the Board of Trustees. The Literature Committee may include the originator of the concept or the manuscript, and also other A.R.T.S. members, to work with them on various aspects of the proposed project.</p>
<p>4. Following independent review by the Literature Committee and the A.R.T.S. Anonymous Board of Trustees, changes are made to the initial manuscript based on their editorial comments. These comments address the manuscript's grammar and mechanics, and also its adherence to the principles of the A.R.T.S. 12 Steps, 12 Traditions, and 12 Concepts of Service, while retaining the concepts, intention and voice of the original author.</p>
<p>5. Following the guidance provided by the Literature Committee and the Board of Trustees, a near-final draft is produced for review by the Literature Committee. Additional revisions may still be incorporated.</p>
<p>6. The manuscript approved by the Literature Committee is sent to the A.R.T.S. Board of Trustees for review and approval. By tradition, the Board of Trustees accepts the responsibility to ensure the Fellowship that the spiritual principles of A.R.T.S. Anonymous have been adhered to throughout the work.</p>
<p>7. After having been approved by the A.R.T.S. Board of Trustees, the manuscript is presented by the Literature Committee at the next World Service Conference. To facilitate the feedback process of literature development, a manuscript for which Conference-approval is pending will be sent to registered Meeting Delegates two months before the World Service Conference. This will be accompanied by the <i>Guidelines for Reviewing A.R.T.S. Literature</i>. Comments from A.R.T.S. members are encouraged and will be considered by the Conference.</p>
<p>8. To receive "conference-approval," the manuscript must be approved by a 2/3 vote of all World Service Conference Delegates attending the annual World Service Conference meeting.</p>
<p>9. After considering copyright assignment and/or licensing agreements, and budgetary feasibility, the BoT determines the timing, production and distribution of the conference-approved literature. The final piece of A.R.T.S. Literature will carry a "conference-approved" label. If necessary, the BoT may return a manuscript to the Literature Committee for further development.</p>

Guidelines for Reviewing A.R.T.S. Literature

These guidelines are sent to all those involved in the literature approval process, including the delegates. They are intended as a guide to review new and revised literature proposed to the Conference.

- A. The work is identifiably A.R.T.S. Anonymous in content and tone. It can include a single member's philosophy or point of view and reflects the "collective conscience" of A.R.T.S. Anonymous.
- B. The work is understandable by a broad-based audience.
- C. The work is responsive to identified needs.
- D. The work is grammatically and mechanically correct. Citations are accurate.
- E. The work adheres to the 12 Steps, 12 Traditions and 12 Concepts of Service.

Topics of Discussion at the Conference

(Passed by the 2026 World Service Conference in January 2026)

At the Annual Meeting of the WSC, time is reserved for Topics for Discussion. This provides a forum for members to share their thoughts and feelings on a topic of concern for the whole of A.R.T.S. These discussions may result in motions, which have the potential to be included in the agenda for future Conferences. Members, groups or committees may submit a Topic for Discussion using the form on the website. The Conference Service and Support Committee will review proposed topics and add them to the agenda as possible.

World Service Conference Motions and Topics for Discussion Submission Form

(Passed by the 2026 World Service Conference in January 2026)

Do you, your group, or committee have a motion to bring to the World Service Conference? If you do, please complete the submission form.

Even if you don't want to or aren't ready to propose a motion, you may still request that the Conference discuss an important topic. Please indicate on the form whether you are submitting a motion or a topic for discussion.

All requests and submissions will be forwarded to the relevant Committee for review, and they may be returned for further clarification as appropriate. Please understand there is limited capacity and time for the Conference to address everything that may be submitted. If a motion or topic is not accepted for the Conference, reasoning will be provided. The deadline date for submitting motions or topics is set by the Service and Support Committee. *(Please provide only one motion or topic for discussion per form, and begin with the email of the person filling in this form.)*

Email

Valid email

1. Is this a motion, or a topic for discussion?

- Motion (If you select this, please answer Questions 2-5)
- Topic for Discussion (If you select this, please go directly to Question 6)

A motion is a clear statement of the specific action you are asking the Conference to take. For example, "Members must wear Halloween costumes or fancy dress at meetings," is specific and actionable. "I think we need to have a dress code for meetings" is vague.

2. Please state the motion here:

3. Please provide the rationale or the background information in support of the Motion. For example, the issue or concern the motion addresses, or instances of how A.R.T.S. Anonymous can benefit from the Motion.

4. Name of A.R.T.S. Member or Committee who will present the Motion at the World Service Conference. *(The person or Committee must be willing to present the motion at the Conference and work with a Committee or the Board to further develop the motion and/or rationale as needed).*

5. Email address of A.R.T.S. Member presenting the motion at Conference:

6. Please provide the Topic for Discussion you wish to bring to the World Service Conference. For example, "the use of outside literature in meetings" or "finances".

7. In 250 words or less, please provide the reasons for suggesting this Topic:

8. Who may be contacted regarding the Topic for Discussion? (This may be an A.R.T.S. member, Delegate, Group Contact or Committee member.)

9. Email of A.R.T.S. Member, Delegate, Group Contact or Committee member regarding the Topic for Discussion:

10. Is there anything else you wish to add?

Thank you for your contribution and service to A.R.T.S. Anonymous. For questions, please email conference@artsanonymous.org

PART 8: WORLD SERVICE CONFERENCE MEETINGS

Frequency of Meetings

(Article 7 of the World Service Conference Charter)

7. *The World Service Conference Meetings: The Conference will meet yearly through an online platform or in-person, or a hybrid of the two. Special meetings may be called should there be a reason. The Conference may also render advisory opinions at any time by mail, e-mail, telephone or virtual meeting poll in aid of the Board of Trustees or its related services.*

Advisory Opinions: The Conference Chair or the Board of Trustees may request advisory opinions from the Delegates at any time. Any member may request that the Conference call for an advisory opinion, and it is at the discretion of the Conference Chair as to whether to hold the event. If the Conference Chair is not available, the Vice Chair makes the determination, and if the Vice Chair and the Conference Chair are not available, then the Board of Trustees will make the determination.

Quorum at the World Service Conference

(Passed by the World Service Conference in October 2022)

For purposes of conducting business at the World Service Conference, a quorum is met when there are at least twice as many voting delegates from meetings and Committees present as the number of members of the Board of Trustees present.

Guidelines for Delegate and Participant Etiquette for all Conferences

(Passed by the 2026 World Service Conference in January 2026)

To be read at the opening of the Conference.

Thank you so much for being here. Thank you for representing your groups and the A.R.T.S. fellowship. We welcome you to the World Service Conference 20__ and we look forward to your participation.

To ensure the integrity of the voting process all sessions will be recorded for documentation purposes. Registered delegates are eligible to vote if they are present and visible on camera. It is good practice that Delegates be present for the entire debate on a motion.

Please try not to repeat questions or comments made by other Delegates or Participants. If this happens the Facilitator will let you know.

Please be mindful that some behaviors work as triggers and may distract others from participating effectively. When your camera is on, please be appropriately dressed and refrain from smoking, drinking alcohol, or eating.

Non-Delegate Participants: Anyone who buys a ticket to attend the Conference and is not an elected Delegate may participate. Non-Delegate Participants may ask questions, engage in discussions, help with motion crafting, and offer Pros and Cons. Only Delegates are eligible to vote.

Thank you so much for representing the A.R.T.S fellowship at the World Service Conference!

Disruptions, Statement for the Safety of the Conference, and Warning Statement

(Passed by the 2026 World Service Conference in January 2026)

Use of the Mute Function: At the discretion of the Conference Chair, participants who do not have the floor may be muted by the Vice-Chair or another individual designated by the Conference Chair so that Delegates and Participants can speak without interference.

Statement for the Safety of the Conference: “To protect the Conference proceedings, we ask that members save questions to the time allotted for questions. Questions or comments about the running of the Conference can be directed to the chat and may, at the discretion of the Conference Chair, be addressed. Alternatively, they may be taken to the Conference Policies and Procedures Committee meetings once they resume.

Disruption will not be tolerated. Disruption includes interrupting, asking questions outside the time allotted for questions, making non-procedural motions, speaking out of order, or otherwise interfering with the business of the Conference. Disruption will receive no more than two warnings from the Conference Chair and may lead to removal from the remainder of the Conference.”

Warning Statement: *(To be read by the Conference Chair as needed)*

“The Conference is being disrupted. Disruption will not be tolerated. This is a warning. Disruption includes interrupting, asking questions outside the time allotted for questions, making non-procedural motions, speaking out of order, or otherwise interfering with the business of the Conference. Disruption will receive no more than two warnings. Further disruption may lead to removal for the remainder of the Conference.”

Community Problem-Solving Method

(Passed by the 2024 3rd Virtual World Service Conference in January 2025)

Bringing a Motion to Vote (“Community Problem-Solving Method”)	
NOTE: Facilitator and Presenter have the option to manage the time limits	
2 minutes	Presenter puts a preliminary motion on the floor, and gives the reasoning in favor of the motion, including who has proposed it why this particular solution is recommended by a committee or the Board (or by a meeting or individual)
4 minutes	Facilitator asks for questions about the meaning of the motion; presenter answers or may ask others to help answer them.
10 minutes	Participants may also comment regarding the motion. Participants are limited to 2 minutes each.
8 -12 min.	Four Pros and Four Cons are offered from the floor, in alternating format. Facilitator asks that points already made not be offered again.
8 minutes	Facilitator asks for questions and comments about the motion. Presenter answers or may ask others to help answer them. Participants may also comment regarding the motion.

6 minutes	Crafting. Participants on the floor may suggest changes to the original motion, and the Presenter decides whether or not to take them, one by one, as offered.
1 minute	The amended motion is read back to everyone Facilitator calls for a "time out" in silence for all to reflect before a final vote
1 minute	Serenity Prayer Facilitator calls for the final vote.
1 minute	One additional speaker on the minority opinion
Vote Count:	
In favor:	
Opposed:	
Abstentions:	
Motion Passes?	
Minority Opinion:	

Percentage to Pass a Motion

(Passed by the 2023 World Service Conference in October 2023)

A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If not accepted by the Board of Trustees, justification will be directly provided to the Conference in writing. Exceptions to the simple majority

rule are listed throughout the Charter. The Trustees are obligated by the Concepts of Service to provide good stewardship of the Corporation.

Exceptions to the Simple Majority Rule

(Compiled from the A.R.T.S. World Service Charter)

<u>Voting Type</u>	<u>Required Numbers</u>	<u>Comments</u>
Binding Motions	2/3 majority	Binding on Board of Trustees, unless illegal or fiscally irresponsible
Changes to Steps, Traditions, Concepts of Service and Article 10 of Conference Charter	¾ of A.R.T.S. groups by written consent (some exceptions for the Conference Charter applies)	Changes to Steps, Traditions and Concepts of Service, plus Article 10 of the Conference Charter requires ¾ of groups. Changes to Articles 1-9 of the Charter can be made by a simple majority at the Conference.
Literature Approval	2/3 Majority	From 1995 Conference approved Literature Development Process, Retained by the Conference in the updated 2023 Literature Development/Approval Process
Reorganization of Board of Trustees	¾ vote of all Conference Delegates	May add or remove Trustees

Preamble for Round Robin Open Forum and Topics of Discussion

(Passed by the 2026 World Service Conference in January 2026)

To be read by the Facilitator:

Preamble for Round Robin Topics: In order for everyone to speak their thoughts and feelings freely, the 30-second rule will be suspended during the Topic for Discussion. We accept what others have to say as being true for them without fear of judgment. This is a time to listen to each other not to make motions. People will be muted and then unmuted for their turn. We will not be using raised hands, instead we will call people in turn by the order on my screen until everyone has had a chance to speak. The time allotted will be divided by the number of participants.