

Arizona Regional Service
Committee
Regional Assembly
March 31, 2001

GSR Orientation

GSR Orientation Sheet

What is a GSR?:

- A trusted servant of their home group
- The voice of their home group at the Area Service meeting
- The voice of Area at their home group
- The financial link between their home group and the Area

How do they do it?

- Attend home group meetings on a regular basis.
- Attend the ASC meeting
- Report to the ASC on group status, donations, problems or concerns
- Buy the literature for their home group at the ASC meeting
- Report back to the home group on ASC matters and events
- Bring issues from the ASC back to the home group for a group conscience, and carry that group conscience back to the ASC
- Learn about the subcommittees of the ASC

What the subcommittees do :

Where they meet

Who may attend

Which subcommittee(s) need support

- Attend ASC subcommittee meetings
- Learn the service structure
- What are : ASC, RSC, WSC, NAWS, RD, RCM, etc
- Study the "Guide to Service in Narcotics Anonymous"

Qualifications:

- Must be an addict
- Be a member of the home group they are representing
- Willingness to serve
- One year clean time (suggested)
- Knowledge of the 12 Steps and the 12 Traditions, or the willingness to study them
- Knowledge of the service structure of Narcotics Anonymous, or the willingness to study it
- An understanding of, or the willingness to learn the duties of GSR

Group Service Representative

What is a GSR?

- A group Service Representative is the link between the group and the ASC. The GSR is also the voice of the group at the ASC.

What does the GSR do?

- The GSR brings group input and suggestions to the ASC for discussion. The GSR takes notes of relevant matters which come from Area and Region, and reports back to the home group. This is so that the home groups can be informed, be aware, and have input as to what is going on in the Area, the Region, and at NAWS.

Who is a GSR?

- A GSR is a member elected by the group to represent them. The member should have a willingness to serve, and a willingness to learn. It is suggested that the GSR have 1 year of continuous clean time, but this is only a suggestion

Why is it important for a group to have GSR and a GSR Alternate?

- Without representation at the ASC, the group can be cut off from the service structure. These groups are generally uninformed regarding Area and Regional activities and business. It is important for a group to have a GSR in the event that the GSR cannot attend. The position also serves as a learning experience for the next potential GSR. It is recommended that the GSR have 6 months continuous clean time.

What are the GSR responsibilities?

- Show up 15 minutes early
- Collect flyers to be brought back to the group
- Purchase literature for the group
- Bring group donations to the Area. It is best that the monies are in an envelope, and should be presented to the Area Literature Chair as soon as possible.
- Take notes
- Participate in discussions
- Vote and carry the group's conscience
- Make a GSR report to your group

Area Service Committee

What is the ASC?

- The ASC is a body of people who meet for the purpose of conducting Area business. This is the part of service that is in-between the groups and the Region; thus making this body the receiving end of the group input and suggestions.

What does the ASC do?

- The ASC handles all of the Area's meeting problems. It is here that all donations above and beyond what the group uses are collected. A working budget is maintained so that the Area and the sub-committees it backs are fully self supporting. Monies above and beyond the budget are forwarded to Region to help produce flyers and schedules, as well as to carry the message.

Who makes up the ASC?

There are 3 types of people at ASC meetings. The first, and most important are the Group's GSRs, without whom, there would be no Area Service Committee. The second are the elected officers, who are elected for a term of 1 year each August. Third, is anyone who wishes to see how the ASC works. They can speak at the meeting, but do not have a vote, unlike the GSRs, who have a voice and a vote.

Why is it important that you attend?

- The most important thing at any ASC meeting is that the groups throughout the Area have a voice and a vote. This is because without the GSR, there would be NO communication between the groups and the Area and Region. If a homegroup misses 2 consecutive meetings, they lose their voting privileges for the next meeting that they attend.

What is the responsibility of the ASC to you?

- The ability to keep the group, as well as, the member of Narcotics Anonymous informed.
- To provide a place for the groups to express their ideas freely and have them discussed and acted upon.
- To maintain unity throughout the fellowship of Narcotics Anonymous as related to the Area

What is a " Home Group "?

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group, their "home group". Though this custom is not universal, many believe its' practice can benefit the individual member as well as the group. For the individual member, it can provide a stable recovery base; a place to call "home", a place to know and be known by other recovering addicts. For the group, it insures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its' members that makes the group both more attractive and more supportive of newcomers. The home group is one very specific way in which, by making a personal commitment to Narcotics Anonymous unity, group members can enhance their own recovery as well as insure that the same opportunity exists for others.

While the home group concept is the accepted norm in some NA communities, it is unheard of in others. There are many, many ways of talking and thinking about the bond established among addicts in their groups. Do what seems most suitable in your own NA community.

(reprinted from " The Group Booklet "

What is a " Group Business Meeting "?

The purpose of the group business meeting is fairly self explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the message of recovery. Some of the questions that a typical group business meeting addresses are:

- Is the group effective in carrying the NA message?
- Are newcomers being made welcome?
- Do solutions for problems at recent meetings need to be sought?
- Is the meeting format providing sufficient direction?
- Are there good relations between the group and the facility in which the meeting is held?
- Are there good relations between the group and the community?
- Are the groups funds being used wisely?
- Is there enough money being donated at meetings to meet the group's needs, and also provide for contributions to the rest of the service structure?
- Are literature and refreshment supplies holding up?
- Is there a service vacancy in the group?
- Has the area, region or NAWS asked the group for advice or support?

Group business meetings, sometimes called "steering committee" meetings, are usually held on or after a regular recovery meeting, so that the recovery meeting stays focused on its primary purpose. The group selects someone to lead the business meeting. Group officers give reports on areas of responsibility, and subjects of importance to the group are raised for discussion. Some groups hold business meetings on a regular basis; others only call them when something specific comes up that needs the group's attention. All group members are welcome, even encouraged, to attend, raise questions related to the group's work, and take part in discussion.

(reprinted from " The Group Booklet ")

Parliamentary Procedures

Main Motion: A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made in writing.

Amendments: An amendment is a motion to modify the wording and , within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable. The original maker of the motion, must either accept or reject the friendly amendment. If the maker of the original motion accepts the friendly amendment, it then becomes part of the original motion.

Motion to Table: (verbal) A motion to table may be applied to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- 1.) To get further information
- 2.) More pressing business to be dealt with

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, at a specified time stated in the motion to table, or during unfinished business at the next ASC. This motion is not intended to kill a main motion or suppress debate on it.

Motion to Refer to Committee: (verbal) When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons or a committee or subcommittee so that the question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debates on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the committee, and not pertain to the contents of the main motion. If passed, there will be two pro's and two con's on the original motion so as to obtain information to give direction to the committee.

Motion to Reconsider: A motion to reconsider is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of a hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing of motions that an individual or when a minority were not pleased with the outcome. This motion can only be made by a voting participant who voted on the prevailing side, or by a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

Unanimous Consent: This is a motion that allows the ASC to move quickly through routine business or questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on the motion. If the chairperson senses that there is no opposition to a motion, he/she may state that the motion is carried by unanimous consent, unless there is an objection.

Withdraw or Modify: A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the ASC as a whole, and the maker must request the ASC's permission. The chairperson will treat this as a unanimous consent matter. If there is an objection, the chairperson automatically puts the request to a vote, which is not debatable.

Motion to Call the Vote: A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

Point of Information: A point of information is a question directed to the chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

Point of Order: When a member feels that the rules, policies or guidelines of the ASC are not being adhered to, he/she can make a "point of order" which, in effect, is asking the chairperson to make a determination of whether or not the procedure the member is pointing out, is in fact, being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead is to bring to the attention of the chairperson that a member feels that proper procedure is not being followed.

Suspend the Rules: A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended, and the length of time it shall be suspended. The motion requires a second and 2/3 majority (if policy matter).

Appeal the decision of the Chairperson: By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary ruling on the questions of parliamentary procedure. But, any two members have the right to appeal from his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson, and given to the ASC for final decision. The Chairperson shall speak to the motion, and the maker of the appeal shall speak pro to the appeal, keeping the dialogue concise and to the point.

Parliamentary Rules of Order

Motion	2nd ?	Debatable?	Amendable	Vote
Main Motion	YES	Unlimited Discussion	YES	Simple Majority
Amendment	YES	2 pro 2 con	NO	Simple Majority
Refer to Committee	YES	2 pro 2 con	YES	Simple Majority
Call to Vote	YES	2 pro 2 con	NO	Simple Majority
Table	YES	2 pro 2 con	NO	Simple Majority
Adjourn	YES	No	NO	Simple Majority
Point of Order	NO	No	NO	None
Appeal Chair's Decision	YES	2 pro 2 con	NO	Simple Majority
Suspend Rules	YES	No	YES	2/3
Point of Information	NO	No	NO	None
Reconsider	YES	2 pro 2 con	NO	Simple Majority
Take From Table	YES	2 pro 2 con	NO	Simple Majority

Motion Guidelines

Definition: A motion is a formal proposal by a member, in a meeting, that the committee take certain action. The motion, if adopted, is the officially recorded statement of action by the committee; therefore, the motion should be concise, unambiguous, and complete.

Form of a Motion: A motion contains at least 4 parts, and possibly seven.

The parts and form are as follows:

- 1. " I move that "
- 2. who is carry out the action
- 3. what they are to do
- 4. how they are to do it
- 5. when the action is to be carried out
- 6. why the action is to be carried out
- 7. who made the motion

The four parts that are necessary in all motions are 1,2,3,7

An example of a four part motion is: 1) I move that 2) the WVASC 3) donate \$100 to Region 7) name

An example of a motion with all seven parts is: 1) I move that 2) the RSC 3) hold the " Festival of Recovery " 4) to be conducted by the regional activities committee 5) on June 14th through June 18th 6) as a celebration of recovery 7) name

Major Motion: To have an ongoing and lasting effect on how the ASC functions, ie.:guidelines, amendments to guidelines, procedures, money, issues, etc., and should require a 2/3 vote.

2/3 Vote: Requires 2/3 of voting members present to vote in favor of in order to pass

Simple Majority: Requires 51% of voting members present to vote in favor of in order to pass

Abstentions: This vote has the same effect as a vote against

Thoughts on Motions

Motions need to be well thought out before we write them. It is a good idea to ask another service member for his/her thoughts and/or seek additional information and input from other service members.

We need to consider the purpose, intentions, reasoning, and how if adopted, the motion that we presents will affect the fellowship and our efforts to carry the NA message.

When speaking on motions, we need to avoid passing incorrect information, rumors, hearsay, etc. that are not based on facts, known information, our own experiences, and knowledge.

Unprepared, hurried motions, based on reactions to what other people say or do, what we think is going on, or rewriting motions that have failed with the same intent, can only drag on the meeting, and bring on negativity and frustration to ourselves and other members.

The more of an effort we make in applying Spiritual Principles to how we act and what we do in our service work, the better off we all will be, and more will be accomplished in less time. Remember to debate the issue and not the person.

Roberts' Rules of Order at a Glance

Motion	In order when another is speaking	2nd	Debatable	Amendable
Adjourn	No	Yes	No	No
Any motion on voting	No	Yes	No	Yes
Any motion on nomination	No	Yes	No	Yes
Amend	No	Yes	Yes	Yes
Appeal	Yes	Yes	Yes	No
Call for orders of the day	Yes	No	No	No
Division of the assembly	Yes	No	No	No
Lay on the table	No	Yes	No	No
Limit or extend limits of debate	No	Yes	No	Yes
Main Motion	No	Yes	Yes	Yes
Objection to consideration of the question	Yes *	No	No	No
Parliamentary inquiry	Yes	No	No	No
Point of information	Yes	No	No	No
Point of order	Yes	No	No	No
Postpone indefinitely	No	Yes	Yes	No
Postpone to definite time	No	Yes	Yes	Yes
Question of privilege	Yes	Yes	Yes	Yes
Recess	No	Yes	No	No
Reconsider	Yes *	Yes	Yes	No
Refer or commit	No	Yes	Yes	Yes
Suspension of rules	No	Yes	No	No

* These motions in order when the floor has been assigned, but the speaker has not yet begun.

Remember

Courtesy to all, Justice to all

One thing at a time

Full and free debate

The rules of the majority, The rights of the minority

The rights of the individual and the absentee

Partiality to none.

The Twelve Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in the decision making process.
8. Our service structure depends on the integrity and effectiveness of our communication.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

Glossary

AREA: A defined territory that is supported by its' home groups. There are 3 areas that serve Phoenix and the surrounding communities.

ASC: Area Service Committee This is the monthly area business meeting

RCM 1: Regional Committee Member. This person is an elected representative that serves as the link between the area and the region

RCM 2: Alternate Regional Committee Member. This person accompanies the RCM 1 to the regional meeting, and fills in for the RCM 1 should he/she be unable to attend the meeting

GSR: Group Service Representative The person who is elected by the home group to represent the home group at the ASC, and to be the link between the ASC and the group, and vice versa

GSRA: Alternate Group Service Representative The person who is elected by the home group to accompany the GSR to the ASC, and the person who will fill in or assume the role of the GSR should the GSR be unable to fulfill his/her commitment

Home Group: The meeting that you attend on a regular basis, and that you have made a personal commitment to serve

Region: There are many regions all over the world. The region that serves this area is the Arizona Region

RD: Regional Delegate The person elected by region to attend NAWS meetings

RD2: Regional Delegate 2 The person elected by Region to accompany the RD to all functions and to assume the position of RD should the RD become unable to serve

NAWS, INC.: Narcotics Anonymous World Service, Inc. This is where all the literature comes from. In Narcotics Anonymous, there is an upside down pyramid, with NAWS being the least important, and the individual member being the most important. Nothing happens at the world level unless it first happens at the group level, then that area level, and then the regional level

NOTES