Twelve Concepts for 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 its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

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 of government.
### Twelve Traditions of Narcotics Anonymous

1. **Our common welfare should come first; personal recovery should follow.**
2. **Friends help each other.**
3. **Sharing our experience, strength, and hope with others is as beneficial in ourselves as it is to those receiving it.**
4. **Each group should be autonomous except in matters affecting other groups or NA as a whole.**
5. **Each group has a unique role to play.**
6. **The only authority a NA group ought to accept are the 12 Traditions.**
7. **Narcotics Anonymous should remain forever non-professional.**
8. **Our service centers should remain forever under membership control.**
9. **Every NA group ought to be concerned with public relations.**
10. **We do not seek fame or personal recognition for our leaders.**
11. **We do not useorsexpect financial payments from others.**
12. **A.A. is the spiritual foundation of all our principles, which we seek to maintain in working with others in groups.

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**Notes:**
- A. A. stands for Alcoholics Anonymous.
- Each group has a unique role to play under the 12 Traditions.
<table>
<thead>
<tr>
<th>TYPE OF MOTION</th>
<th>PURPOSE</th>
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<tbody>
<tr>
<td>Adjourn</td>
<td>To end the committee meeting.</td>
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<tr>
<td>Amend</td>
<td>To change part of the language in a main motion.</td>
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<tr>
<td>Amend by substitution</td>
<td>To alter a main motion by completely rewriting it, while preserving its intent.</td>
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<tr>
<td>Appeal ruling of chair</td>
<td>To challenge a decision the chair has made about the rules of order.</td>
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<tr>
<td>Information, point of</td>
<td>To be allowed to ask a question about a motion being discussed, not to offer information.</td>
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<tr>
<td>Main motion</td>
<td>An idea a committee member wants the committee to put into practice.</td>
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<tr>
<td>Order of the day</td>
<td>To make the committee return to its agenda if it gets onto another track.</td>
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<tr>
<td>Order, point of</td>
<td>To request clarification of rules of order when it appears they are being broken.</td>
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<tr>
<td>Parliamentary inquiry</td>
<td>To ask the chair about how to do something according to rules of order.</td>
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<tr>
<td>Previous question</td>
<td>To stop debate and vote right now on whatever motion is at hand.</td>
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<tr>
<td>Privilege, personal</td>
<td>To make a personal request of the chair or the committee.</td>
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<tr>
<td>Reconsider</td>
<td>To reopen for debate a motion previously passed.</td>
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<tr>
<td>Refer, commit</td>
<td>To halt debate, send motion to subcommittee or ad hoc committee before vote.</td>
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<tr>
<td>Remove from the table</td>
<td>To resume consideration of a motion previously tabled before the time set.</td>
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<tr>
<td>Reconsider, repeat</td>
<td>To void the effect of a motion previously passed.</td>
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<tr>
<td>Table</td>
<td>To put off further consideration of a motion until a later date and time.</td>
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<tr>
<td>Withdraw a motion</td>
<td>To allow a motion's maker to take back that motion after debate has begun.</td>
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**Group Conscience:** SFVASC shall strive to develop a collective conscience before making specific service decisions. Developing a conscience involves all SFVASC participants in a process of: 1) gathering information from group & committee reports, 2) freely discussing issues in the sharing sessions, 3) carefully listening to all viewpoints expressed, 4) proposing a course of action in the form of a motion, 5) discussing and debating the merits of the motion; and 6) calling at all times upon a loving Higher Power and the individual and collective spiritual resources of those present. When it is finally time to translate the results of this conscience-seeking process into a collective decision, SFVASC shall use voting as its decision-making mechanism. *(SFVASC Guidelines for Service adapted 10/2003)*

**Consensus-based decision-making:** "Consensus-building requires hearing all points of view, mutual respect, and finding the common ground that every participant can support, even when the eventual decision is not exactly as every participant may desire. Adequate discussion takes time... Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand." *(A Guide to World Services in SA, page 7)*
What happens at the ASC?  
Your area service committee is where the "work of delivering NA services to the groups and the community occurs." The ASC can provide needed support, services, and literature to NA meetings and groups. "Most of these services also require more money and manpower than any single group could possibly muster." "It is through the united efforts of the GSR and members of the ASC that many of the necessary services are carried out and our message of recovery can continue to reach addicts in recovery, addicts still suffering, and addicts yet to come into Narcotics Anonymous.

How does an ASC function?  
To help maintain decorum, many ASC meetings follow parliamentary procedure using Robert's Rules of Order. The SFWASC uses Robert's Rules in conjunction with approved area guidelines, which modified some of the more stringent options found in Robert's Rules. On pages six and seven you will find a table highlighting the most commonly used motions and parliamentary actions.

"There are the groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons... Groups service representatives provide a 'grass roots' perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground."

Why do NA groups need an ASC?  
NA groups often create an area service committee in order to "help them fulfill their primary purpose" of carrying the message to the addict who still suffers. The ASC can provide resources such as public information tools, taking NA panels to hospitals and institutions, offering literature for sale, listing NA meetings in the area directory, and maintaining a "tunnel" of information so that correct meeting information can be relayed to the caller, whether that caller be a suffering addict, family member of an addict, or a professional interested in NA.

Who is a Group Service Representative (GSR)?  
A GSR is an NA member who helps "form the foundation of our service structure... GSRs link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee."  

What does a GSR do?  
"GSRs bear a great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers.... they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own group's priorities." GSRs attend the area service committee meetings carrying their group's conscience and any other concerns or needs their group may have.  
"GSRs need to be as well informed as they can be... They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical part in the discussions which form the group conscience of the entire committee."  

[Guide to Local Services in Narcotics Anonymous offers more in-depth information regarding service work on a local level. The quotes used throughout this pamphlet are taken directly from the handbook. You may purchase it from area, the regional office, or the world service office.]

How does the GSR service position function?  
The GSR reports to his or her group area business including all the motions that passed and/or failed, discusses any motions that will need to be followed up at the next area meeting, and reports on any area, regional, or world activities which may take place.  
"At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share these problems with the committee in his or her reports... If any helpful solutions arise from the sharing session, the GSR can report these back to the group."

Why does an NA group need a GSR?  
A GSR provides his or her group with a voice and that voice can literally be heard around the world. GSRs carry their groups' conscience to area, which can then be carried to region and on to world. A GSR can help groups become part of our global fellowship.