



### 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.

**Welcome to the**

**San Fernando Valley**

**Area Service Committee**



**Group**

**Service**

**Representative**

**Orientation Information**



### Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues, hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

### A Short List of NA Acronyms

ASC	Area Service Committee	A committee created to provide common services for NA groups in a specific locale, composed of GSRs, ASC officers, and subcommittees. Usually part of a region to which it sends RCMs.
CAR	Conference Agenda Report	Comes out every two years before the WSC (World Service Conference) and contains the business and issues that will be considered at the biennial WSC.
FIPT	Fellowship Intellectual Property Trust	NA-owned rights to all NA literature, logos, symbols, trademarks, and copyrights.
GLS	A Guide to Local Services in Narcotics Anonymous	Handbook explaining the NA service structure, from the group level to the regional level. Does not include the world service structure.
GSR	Group Service Representative	A meeting or group's representative to the ASC.
H&I	Hospitals and Institutions	A subcommittee of the ASC, which takes panels into places where addicts do not have access to regular NA meetings in order to carry the message of recovery in NA.
NAWS	Narcotics Anonymous World Services, Inc.	Refers to the legal name for world services.
PI	Public Information	Part of NA (and usually a subcommittee of the ASC and/or RSC) devoted to carrying the NA message to gov't and private agencies, the public media, community leaders, health professionals, and the community-at-large so addicts seeking recovery are sent to NA.
RCM	Regional Committee Member	Elected by an ASC to represent their area's conscience at the RSC.
RD	Regional Delegate	Elected by an RSC, WSC participant who represents their NA region at the WSC.
RSC	Regional Service Committee	Service body that serves the NA areas that comprise it, composed of RCMs, RDs, and others as needed.
SFVASC	San Fernando Valley Area Service Committee	Comprised of all the active meetings in the San Fernando Valley Area; group GSRs, and elected trusted servants to serve the groups' needs and provide a voice for the area at the Southern California RSC and the biennial WSC.

## MOTION TABLE

TYPE OF MOTION	PURPOSE
<i>Adjourn</i>	To end the committee meeting.
<i>Amend</i>	To change part of the language in a main motion.
<i>Amend by substitution</i>	To alter a main motion by completely rewriting it, while preserving its intent.
<i>Appeal ruling of chair</i>	To challenge a decision the chair has made about the rules of order.
<i>Information, point of</i>	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.
<i>Main motion</i>	An idea a committee member wants the committee to put into practice.
<i>Order of the day</i>	To make the committee return to its agenda if it gets onto another track.
<i>Order, point of</i>	To request clarification of rules of order when it appears they are being broken.
<i>Parliamentary inquiry</i>	To ask the chair about how to do something according to rules of order.
<i>Previous question</i>	To stop debate and vote right now on whatever motion is at hand.
<i>Privilege, personal</i>	To make a personal request of the chair or the committee.
<i>Reconsider</i>	To reopen for debate a motion previously passed.
<i>Refer, commit</i>	To halt debate, send motion to subcommittee or ad hoc committee before vote.
<i>Remove from the table</i>	To resume consideration of a motion previously tabled before the time set.
<i>Rescind, repeal</i>	To void the effect of a motion previously passed.
<i>Table</i>	To put off further consideration of a motion until a later date and time.
<i>Withdraw a motion</i>	To allow a motion's maker to take back that motion after debate has begun.

**Group Consensus:** 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 session;
- 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 adopted 10/2003)

INTERRUPT	SECOND	DEBATABLE	VOTE
No	Yes	No	Simple
No	Yes	Yes	Simple
No	Yes	Yes	Simple
Yes	Yes	Yes	Simple
Yes	No	No	None
No	Yes	Yes	Varies
Yes	No	No	None
Yes	No	No	None
Yes	No	No	None
No	Yes	No	Two-thirds
If urgent	No	No	None
No	Yes	Yes	Simple
No	Yes	Yes	Simple
No	Yes	No	Simple
No	Yes	Yes	Two-thirds
No	Yes	No	Simple
Yes	No	No	Unanimous

This table of motions from *A Guide to Local Services in Narcotics Anonymous*, p. 112.

**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 NA*, 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 unified 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 SFVASC 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 three 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 functional phoneline 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.

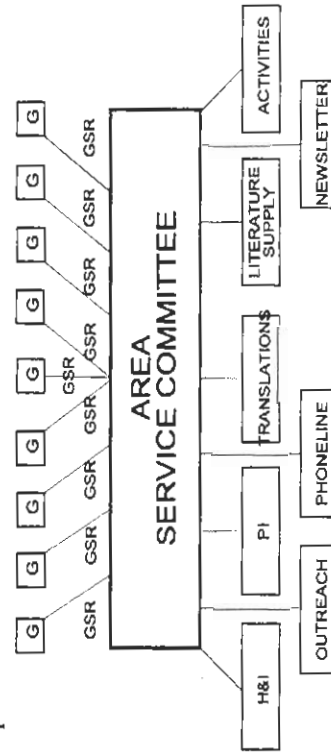


Diagram from  
G.I.S., p. 53

### 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 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 groups' priorities." GSRs attend the area service committee meeting carrying their groups' 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 parts in the discussions which form the group conscience of the entire committee."

[A 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/events 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 those problems with the committee in his or her reports. ...If any helpful solutions arise from the sharing session, the GSR can report those 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.