GSR Toolkit

EAST END AREA of NARCOTICS ANONYMOUS (EEANA)

November, 2010

EEANA
GSR *Toolkit* Contents

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EEANA Acronym List (Abbreviations)

Acronym	Term
ABR	Area Board Representative
ASC	Area Service Committee
BOD	Board of Directors
CAR	Conference Agenda Report
CAT	Conference Approval Track
EEANA	East End Area of Narcotics Anonymous
GSR	Group Service Representative
GSR Alt.	Group Service Representative Alternate
H&I	Hospitals and Institutions
IDT	Issue Discussion Topic
IP	Informational Pamphlet
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
P & A	Policy and Administration
PI	Public Information
RCM	Regional Committee Member
RD	Regional Delegate
RDA	Regional Delegate Alternate
RSC	Regional Service Committee
RSO	Regional Service Office
RSR	Regional Service Representative
SR	Regional Spiritual Retreat
STL	Start to Live Convention
TSRSCNA	Tri-State Regional Service Committee of Narcotics Anonymous
TSRSO, Inc.	Tri-State Regional Service Office of Narcotics Anonymous, Incorporated
WB	World Board
WSC	World Service Conference
WSO	World Service Office

EEANA
Agenda for Group Business Meeting

Facilitated by the Group Secretary or other Trusted Servant

1. **Open with prayer**

2. **Group Issues/Concerns**

   a.   Elections for vacant Trusted Servant positions

   b.   Chairperson(s)

   c.   Greeter

   d.   Literature

   e.   Refreshments

   f.   Facility concerns

   g.   Primary purpose issues

   h.   Atmosphere of recovery issues

   i.   Any other issues

3. **Treasurer's Report**

4. **GSR Report**

   a.   ASC Business

   b.   RSC Business

   c.   NAWS Business

5. **Any other issues**

6. **Close with prayer**

EEANA GSR Report to the Group Business Meeting

- **Given at the group business meeting immediately following the Area Service Meeting**

- **Members have time to think about, reflect upon, pray about, or talk to other members about any issues or motions before a decision needs to be made**

- **Written so that any home group member who missed the group business meeting can read the information that you shared**

- **Kept on file with the Group Secretary**

- **The following is the information your report should contain:**

  1. Vacant positions at the Area Service, including clean time requirements and brief description of responsibilities

  2. Reflection of the Sharing Session. Anything you learned from the Sharing Session

  3. Issues at other groups and what you learned at Area Service to address the issues presented Announcements from other groups (if not done during the GSR Report during the meeting)

  4. Brief review of Subcommittee Reports and actions

  5. Brief review of Trusted Servant Reports and actions

  6. Motions

     - How you voted on any motions that were voted "on the floor"

     - How you voted on any motions that the group voted on. If you voted differently from the group conscience because new information was presented, share the new information and explain why you voted contrary to the group conscience. Be prepared for your group to question your decision. You may have to admit you were wrong!

     - Provide information and pro's and con's for new motions that need to be voted on

       – Area Motions

       – Regional Motions

       – World Motions

  7. Any ideas you have to discuss with the group to bring back to Area Service

After your report, the members should ask questions and/or discuss your report.

At the group business meeting preceding the Area Service Committee meeting, you will gather any information, including the "group conscience," on any motions or issues that you will need to present to the Area Service Committee. You will have to have the Group Secretary put the specific items/issues/motions on the Agenda for that meeting.

EEANA Format for GSR Report to the Group Business Meeting

	Type or write your information here
Vacant Positions: • **Area** • **Region** (include clean time requirements)	
Reflection on Sharing Session	
Issues at other groups and what you learned	
Review of Subcommittee Reports and actions	
Review of Trusted servant Reports and actions	
Motions: 1. **How you voted "on the floor"** 2. **How you voted on old business motions** 3. **Motions to be voted on (3 pro's and 3 con's and any additional or background information** • **Area** • **Region** • **World**	
Any ideas you have to discuss with the group	

EEANA Group Inventory

1. What are we doing to welcome newcomers? _____
   _____

2. What are we doing to keep the old-timers involved? _____
   _____

3. Are our trusted servant positions filled? _____
   _____

   – If not, why? _____
   – What can we do to change that? _____
   – Is there rotation annually? _____

4. What do we do to prepare our trusted servants? _____
   _____

   – Do we provide "The Group" IP? _____
   – Do we provide "Treasurer's Handbook?" _____

5. What do we do to foster good relations with the meeting facility? _____
   _____

6. What do we do, as a group, to foster appropriate behavior by our meeting attendees? (Before, during and
   after, inside and outside) _____
   _____

7. What do we do, as a group, to stop inappropriate behavior by our meeting attendees?
   _____

   – Would you want us as a neighbor? _____

8. What do we do with the 7th Tradition money? _____
   _____

   – Are contributions to NA Services part of our group's self support? _____
   _____

9. Is there a clear NA message? _____
   – How? _____

10. How does our group demonstrate unity? _____
    _____

11. Are we a "Group" or just a "Meeting?" _____

12. Are there any other issues, comments or concerns about our group? _____
    _____

EEANA Atmosphere of Recovery

1. **Group Conscience**

    a. Creating Atmosphere of Recovery

        i. By consensus define Atmosphere of Recovery for your group

        Consider:

            1. Time of day and day of week

            2. Demographics, children welcomed

            3. Type of meeting, format, facility expectations (language, smoking locations, etc)

        ii. Write this definition out (you may decide to use it in your format)

        iii. Develop a plan on how you will implement this

    b. Maintaining Atmosphere of Recovery

        i. Discuss atmosphere of recovery in each group conscience

        ii. Hold members accountable for fulfilling their responsibilities (before, during, and after the meeting)

2. **Trusted Servant/Member Training**

    a. Creating Atmosphere of Recovery

        i. Assign each Trusted Servant specific responsibilities related to Atmosphere of Recovery during meeting

        ii. Have group members identify what they can/will do

        iii. Establish clean time requirements for chairperson

    b. Maintaining Atmosphere of Recovery

        i. Review chairperson's responsibility with new chairperson

        ii. Co-chair with new chairperson

        iii. Review Atmosphere of Recovery responsibilities with new Trusted Servants when elected

3. **The Meeting/Meeting Format**

    a. Creating Atmosphere of Recovery

        i. Develop a format that is conducive to your definition of Atmosphere of Recovery

        ii. Have format written out for the chairperson

        iii. Include reminders on Atmosphere of Recovery

    b. Maintaining Atmosphere of Recovery

        i. Chairperson has the responsibility and authority to implement Atmosphere of Recovery plan

        ii. Other Trusted Servants could and should step up to assist

        iii. Home Group members should role model appropriate behavior

Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we "adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess "until…"	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature,etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous "question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone "this matter until…"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this "matter to a commitee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion "be amended by…"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that…"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

Notes

1. These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it

2. In this case, any resulting motion is debatable.

3. Chair decides.

Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consider-ation of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table…"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	May interrupt speaker	Must be seconded	Debatable it original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).

5. But division must be called for before another motion is started.

6. Then majority vote is required.