



Welcome Group Service Representatives!

Orientation for New Group Service Representatives

The Alternate Chair or secretary will provide a copy of this document to each new GSR, as well as a GSR Report form at your first meeting. **Please do ask for it!**

Welcome to your Golden Triangle Area Service Committee Meeting. As a Group Service Representative you are the vital link between your Home Group and NA as a whole, bringing information about activities, service positions, Sub-Committees, and issues that require Group conscience. As one addict helping another, we offer this brief guide to some of the literature and committees with which you will be in contact. It is strongly suggested that you read all the available literature. If you have any questions after this, feel free to ask our Alternate Chairperson or related Committee Members.

Included here you will find your official welcome package to the most important position at any area service committee meeting, without you we have no area service meeting.

This is a list of the things you will need to do, know and to bring to every GTASCNA meeting.

1. Your meeting starts at 10:00 am sharp at the Alan Reuter Center in Cambridge. It is located at: 507 King Street East.
2. Please show up at 9:45 to help out with set up. The meeting ends at or before 1:00pm on the second Saturday of every month.
3. You will need to bring a few things:
 - A pen
 - Your home group's contact information. Like email and mailing address if you have one.
 - Your report from your home group, an example of a GSR report form is included below as taken from your GTASCNA policies and guidelines Appendix 3. Extra blank photo copies are available at your GTASCNA area meeting.
 - Your literature order form and cheque if you have one, Please make it out to GTASCNA.
 - Your home group's 7th tradition area donation cheque if you have one, Please make it out to GTASCNA.
 - Your home group's copy of the brown book entitle "the group booklet"
 - Your Home group's copy of the "12 concepts of service"

- Your copy of the **Golden Triangle Area Service Committee of Narcotics Anonymous (GTASCNA), Policies and Guidelines**. It is your responsibility to ask the alternate chair person or the secretary for a copy when you come to your first area meeting. If you have an alternate GSR at your home group, get a copy for that person as well.
 - Your copy of Roberts rules of parliamentary procedure. This is how your meeting is formatted, and how to make motions, and raise issues and points of information. This too is included below as taken from your policies and guidelines Appendix 4.
 - You will need to bring a copy of the previous months meeting minutes that you had emailed to your group. This is important, for 2 reasons.
 - a. 1) You need them for review to any group conscious votes that were required of your home group, and
 - b. 2) to make any suggested changes if your group finds a mistake.
 - Your copy of “A guide to Local Services in Narcotics Anonymous”, latest version 2002, which your home group should have.
 - It is suggested by your fellow G.S.R.’s that you keep all of these books and pamphlets together in a folder or package for you to bring to every GTASCNA meeting.
4. You will need to review your copy of the GTASCNA policies and guidelines for an idea of what they contain.
 5. You will need to know precisely your responsibilities as a GSR as they are outlined in the Policies and guidelines. They are listed below as taken you’re your section of the Guidelines in Appendix 3,
 6. Finally, it is your responsibility as a GSR to keep your copy of your Policies and Guidelines up to date with the appropriately approved changes to the guidelines in the interim time until a new version of the guidelines are printed. This is best accomplished by including the appropriate page from the area meeting minutes with your copy of the GTASCNA policies and guidelines and staple it to the back **appendix 4 entitled: “amendments to policies and guidelines”**
 7. **You are welcome, don’t be bewildered by the pace and confusion of the proceedings at your first meeting, ask for help, and feel free to interrupt and ask questions if you don’t understand something. As a GSR, you are the most important person in the room!**

GTASC INFORMATION HANDOUTS

Policies and Procedures / P&P

This is an outline created by GTASC to help clarify and guide our service meetings and trusted servant positions. Read its description of the GSR position (9.1), GSR Reports (15.2), and get comfortable with where to find information. Bring it with you to all GTASC meetings.

Local Guide to Service

This book is available through Literature (and may have to be ordered.) It is a broader view of our Narcotics Anonymous structure published by our World Service Office and has been approved by NA as a whole.

Twelve Concepts for NA Service

This booklet is offered as spiritual guidance and wisdom that can be used at any level of service. The Twelve Concepts can be used to help direct or review our decisions, and find solutions to service-related problems. (Available through Literature; can also be found in the Local Guide to Service.)

No Use News

This is the Golden Triangle Area monthly newsletter. It lists upcoming medallion celebrations, the time and location of Committee and Sub-Committee meetings, as well as the names and numbers of contact persons, and announces upcoming NA activities and events. To submit birthdays or announcements see the Newsletter Chairperson.

Literature Sub-Committee

This Sub-Committee supplies your Group with the key tags, pamphlets and books used in meetings. Your literature order must be on the GTASCNA literature order form, be handed in to the Literature Chair at the GTASC meeting with payment in full. Payment must be made by cheque only and is to be made out to GTASCNA. Orders are to be picked up at the next GTASCNA meeting only.

Public Information

This Sub-Committee informs the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Part of this service includes the production of the Area meeting lists, maintaining the Helpline and Web site, which provides meeting times and location. If there are any changes at your meeting this Sub-Committee needs to be informed. It is also important to announce such changes in your GSR Report as well.

We ask that the attached GSR report be completed and given to the Alternate Chair each month.

Also check the mailing information on the mailing sheet. This will insure receiving of the Area Minutes.

We hope this helps you feel better informed and gives you some direction. Please arrive on time so that we can close on time. Bring paper and pens so that you can take notes, and share this information during you're announcements period and at your business meeting. Thank you for helping to fulfill our primary purpose.

Example:

Monthly Group (GSR) Report

Monthly GSR Report to the Golden Triangle Area Service Committee of Narcotics Anonymous
It is very important to submit this update each month to G.T.A.S.C. Please keep this original and make several photocopies.

Group: _____ Date: _____

G.S.R.: _____ Phone: _____

Mailing Address: _____

Prudent Reserve: _____

Opening Balance: _____ (Closing Balance from last month)

Total Income: _____ A

Total Expenses: _____ B

GTASC Donation: _____ C

Closing Balance: _____ (Subtract Lines B & C from A)

Groups are encouraged to seek their own solutions to the challenges they face, but sometimes a group encounters a problem that is beyond any of its members' experience. When this occurs, GSR's can share their concern with the area committee in this report, facilitating discussion and hopefully providing some wisdom and experience to bring back to their group. This report is also a forum to let other groups and the area know what has been happening at your group. How many newcomers? How are you carrying the message? Are you getting good support? Have you tried a new meeting format? What's new? How can we help, or serve you better? The topics are endless.

Roberts Rules of order

Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honoured system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order, and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why they feel the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion will write it out. This is especially important for complicated or long motions.

Every motion requires a second - the backing of another person who either wants the idea put into practice, or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The secondary simply raises a hand and, when recognized by the chairperson, says, "I second that." If nobody seconds a motion, the chairperson will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the twelve Traditions or Twelve Concepts for N.A. Service, or is inappropriate at the particular point in the meeting at

which it is made. Robert's Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chairperson is upheld, the committee moves on to other business.

Parliamentary Motions

Parliamentary Motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND (Simple majority required - is DEBATABLE)

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say "I move to amend the motion" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion has been formally amended. This is called making a friendly amendment.

2. Motion to call the PREVIOUS QUESTION (Two thirds majority required - is NOT DEBATABLE)

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "I move the previous question." It is another way of saying; "I move that debate stops right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand, or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chairperson to be heavy-handed in stopping discussion, because the chairperson knows you will stop it soon enough.

3. Motion to TABLE
(Simple majority required - is NOT DEBATABLE)

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such and such a date/meeting." This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE
(Simple majority required - is NOT DEBATABLE)

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such and such." If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER
(Simple majority - is DEBATABLE)

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such and such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The sub-committee to which a motion is referred will take it up at its next meeting. The sub-committee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND
(majority required varies - is DEBATABLE)

Sometimes a member feels that a motion the committee has passed will prove harmful. The member can then move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last month's or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.

- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires simple majority

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority

7. Request to WITHDRAW A MOTION (Unanimous consent required - is NOT DEBATABLE)

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chairperson asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION (Simple majority required - is DEBATABLE)

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN (simple majority required - is NOT DEBATABLE)

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chairperson may declare the meeting adjourned without a motion.

Other Procedures

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common:

Order of the day

If a committee member feels business is going to far astray from the original agenda, that member can help get things back on track. The member says, *? I call for the order of the day.?* This means, *?I move that the chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda.?* This does not require a second, is not debatable, and does not even require a vote - the chairperson is obligated to enforce the request unless two-thirds of the body tell the chairperson otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "point of information." This means, "I have a question to ask," not, "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says, "Your point is well taken" and restates the appropriate rule. If the chairperson does not agree, the chairperson says, "Overruled." This decision, as all others, can be appealed.

Point of Appeal

Any time the Chair makes a decision, that decision may be appealed Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the Chair." If the appeal is seconded, the chairperson then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken with a simple majority to overrule the original decision of the chairperson.

Parliamentary Inquiry - If a member wants to do something, but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of Personal Privilege - If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you.