



GSR ORIENTATION PACKET

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In addition to this packet you should obtain (unless your group already has them):

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- A copy of the most recent SASNA Policy

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GROUP SERVICE REPRESENTATIVE – ORIENTATION

What is a Group Service Representative (GSR)?

A group service representative is the link between the group and the Narcotics Anonymous Service Structure. The GSR is the voice of the group at the area level.

What does the GSR do?

The GSR brings group input, suggestions and motions to the Area Service Committee (ASC) for discussion. The GSR takes notes of relevant matters which come from other Groups, the Area, Region and World so they may carry the information back to the group to keep them aware of all business concerning Narcotics Anonymous.

Who is the GSR?

A GSR is a member elected by the group to represent them at the ASC. The member should have a willingness to serve.

What are the GSR's responsibilities?

- Review the prior ASC minutes and prepare yourself for the next ASC meeting.
- Bring group concerns to the ASC.
- Show up early to sign in.
- Collect flyers and handouts to be brought back to the group.
- Purchase literature for the group.
- Bring group donations to the area.
- Takes notes and question matters you do not understand.
- Participate in discussions.
- Vote and carry your group's conscience.
- Make a GSR Report to your area.

The REPORT should include:

- Motions that were voted on.
- Elections.
- Motions from the Area, Region and World that requires the vote of the group.
- New meetings, meetings that are closed and meetings that need support.
- Upcoming activities.
- Area sub-committee issues, status, concerns and news.
- Area donations.
- Issues or concerns discussed at the ASC which effect groups, area, region or world, or Narcotics Anonymous as a whole

Commonly used ABBREVIATIONS

SASNA Suffolk Area Service of NA

H&I Hospitals & Institutions

E&A Events and Activities

RCM Regional Committee Member

ENYR Eastern New York Region

ASC Area Service Committee

WSC World Service Conference

BOD Board of Directors

PR Public Relations

RD Regional Delegate

GSR Group Service Representative

RSC Regional Service Committee

RSO Regional Service Office

WSO World Service Organization

What is the Area Service Committee (ASC)?

The ASC is a body of people who meet for the purpose of conducting area business. This body is the link between the groups and the region.

Who makes up the ASC?

- GSRs
- Elected Officers
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Assistant Treasurer
- Regional Committee Member
- Regional Committee Member Alt.
- Helpline Liaison
- Events and Activities Chairperson
- Public Relations Chairperson
- Literature Chairperson
- Hospitals & Institutions Chairperson
- Insurance Liaison
- Outreach Chairperson
- Policy Chairperson
- Webmaster
- Concerned Members

Why is it important that you attend?

The important thing at any ASC meeting is that groups throughout the Area have a voice and a vote. Without this level of service there would be no communications between the group and the area.

Service Structure of Narcotics Anonymous

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level including groups, areas, metropolitan services, regions, etc., can be found in this *Guide to Local Services in Narcotics Anonymous*. Additional information about NA World Services may be found in *A Guide to World Services in Narcotics Anonymous*.

The NA Group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions, and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The Area Service Committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The Metropolitan Service Committee (MSC)

A metropolitan service committee may exist to administer a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message.

The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs usually elect regional committee officers from among themselves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and may elect a regional delegate and alternate delegate to the WSC.

Zonal Forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways.

NA World Services (NAWS)

World services are those services which deal with the needs of NA as a whole, and which NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

World Service Conference (WSC)

Unlike all other NA service bodies, the conference is not an entity; it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

The World Board (WB)

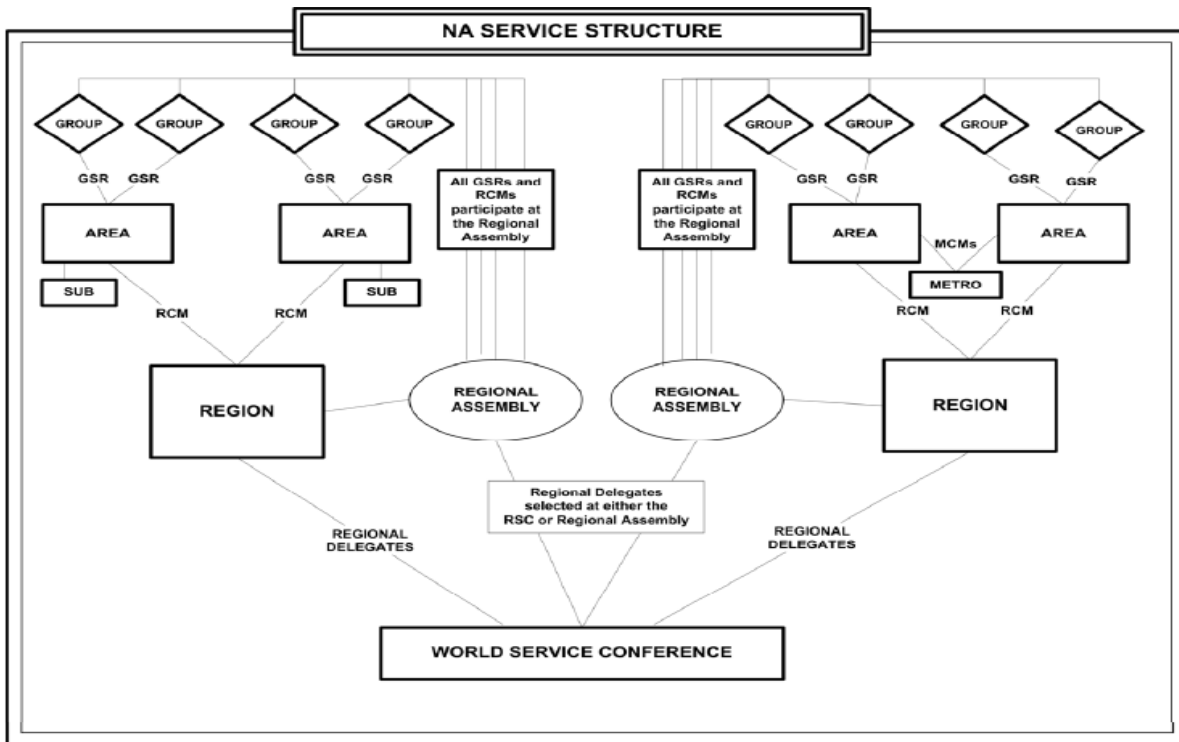
The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

The World Service Office (WSO)

The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Human Resource Panel (HRP) and the World Pool

The Human Resource Panel facilitates an election/selection process that allows the World Services Conference to choose trusted servants based upon the principles of ability and experience and help to allow members to be nominated from around the world without having to be present at the conference to receive due consideration. The HRP administers the world pool, which is the source for candidates that the HRP can select from to recommend for WSC elections for the World Board, for the WSC Co-Facilitators, and for the Human Resource Panel. The World Board can also draw members from the pool to serve on board committees or project workgroups.



About Eastern NY Region

The **Eastern New York Region (ENYR)** was created in June of 1997. We were seated at the **World Service Conference (WSC)** in 1998.

The **ENYR** is comprised **geographically** of **Nassau & Suffolk County's** on Long Island to the east and **Queens County** to the west and Suffolk County east to William Floyd Pkwy (Suffolk Area). We are the southernmost border of New York State.

The **ENYR** is one of five Regions in **New York State**. The five Regions in New York State are The Eastern New York Region, the Northern New York Region, the Western New York Region, the ABCD Region and the Greater New York Region.

The **Eastern New York Region** consists of six Areas. The Areas are the **Nassau Area**, the **Queens Area**, the **Western Queens Area**, the **Metro Hispanic Area**, the **Simply Spiritual Area** and **Suffolk Area**.

The **Metro Hispanic Area** is unusual in that it is not a geographically defined Area; rather it is comprised of all the Spanish speaking meetings in New York City and Nassau County, New Jersey, and Connecticut.

The **ENYR** has over **330 meetings per week**.

The **ENY Regional Service Committee** meets on the second Saturday of every month from 2PM to 7PM.

The service body consists of Chair, Vice Chair, Secretary, Treasurer, one RCM from each Area, a Literature Distribution Chair, a Meeting List Coordinator, a Regional Delegate Team, a Web servant, Insurance Liaison, Convention Chair, Events and Activities Coordinator, Policy Chair, Public Relations Liaison, Hospitals and Institutions Chair, and a Helpline Chair.

The main services the **ENY RSC** provides are

- Regional Meeting Lists
- Literature Sales and Distribution
- Hosting of CAR Workshops
- Regional Assemblies
- Public Relations Liaison
- Regional Convention
- Host of Regional Web site
- Insurance policy to cover all meeting places in the region.
- Support to member H&I committees through its H&I subcommittee
- Regional Phone and Helpline
- Provide a forum for the Areas to come together on a regular basis to discuss common issues of concern and seek solutions.
-

The **ENY Region** is a member region of the **North East Zonal Forum** and sends its regional representatives to the twice-yearly

Forums. The Regional Delegate Team also attends (when feasible) World Service Meetings and the World Service Conference.

At your next SASNA ASC Meeting BE PREPARED AHEAD OF TIME!!

1. **ALWAYS BRING:** The Guide to Local Services (GTLS), the SASNA Policy, and The 12 Concepts of N.A. It is up to you (the GSR) to become familiar with these guidelines!
(The 12 Concepts of N.A. can be found in the GTLS or the separate booklet available for purchase.)
2. **Literature Form/Area Donation:** Fill out your Literature Order Form and/or Area donation **AHEAD OF TIME** so you can hand it/them to the treasurer as soon as you enter the building
3. **Group Report:** Fill out your Group Report **AHEAD OF TIME** so you can hand it to the Secretary.
At the Secretary's table, You will give the secretary your group report and other forms. To have e-mailed copies of the minutes, make sure the secretary has your correct e-mail address. Minutes will contain motions to vote on as well as sub-committee reports.
4. **Flyers:** Pick up copies of flyers on the back table if they are not already distributed on the main tables. It's **YOUR** responsibility to obtain copies of these flyers every month to bring back to your groups!!

After every SASNA ASC Meeting PREPARE FOR NEXT TIME!!

1. Bring all flyers and reports back to your groups for discussion and archives.
2. If you don't understand something, **ASK SOMEONE!**
3. Speak with other GSRs, members of your home group, members and officers of sub-committees, members of the Administrative Committee, or anyone else about current motions being considered. The more you understand, the more informed a decision you can make when it comes time to vote at your groups and at Area.

For online copies of NA Handbooks and literature, please visit the WSO website.

<http://www.na.org/ips/eng/index.htm>

<http://www.na.org/handbooks/handbook-index.htm>

SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored 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 he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated 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 seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair 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 NA 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 chair 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 had 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 stop 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 chair 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 chair to be heavy-handed in stopping discussion, because the chair 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 required.
Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main 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 subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee 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. That member can 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 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 a 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 chair 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 chair 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 that business is going too 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 chair 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 chair 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 chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair 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 chair 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, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee 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 chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous