

G.S.R.

General Service Representative

May be the most important job in AA

“The strength of our whole AA service structure starts with the group and with the general service representative (G.S.R.) the group elects. I cannot emphasize too strongly the G.S.R.’s importance.”

-Bill W. on General Service and the GSR.

Serenity Prayer

God grant me the serenity to accept the things I cannot change; courage to change the things I can; and wisdom to know the difference.

The GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of AA. We realize the ultimate authority in AA is a loving God as He may express Himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they may reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen to others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.

RECOVERY, UNITY AND SERVICE

These are the **Three Legacies** of our AA experience. Our leaders are but trusted servants, they do not govern. Our Higher Power, as He may speak in our group conscience, is our sole Authority. World Service is the heart of our Third Legacy. Our meetings are informative and educational. They are held so that the Committee Members, GSRs and all interested members may be better equipped to carry the message of World Service back to their home groups and individual members, thus giving a better understanding to our purpose, our hopes and our work.

The single most valuable resource for any G.S.R. is the pamphlet: [The AA Group](#).
We recommend you get a copy and read it carefully.

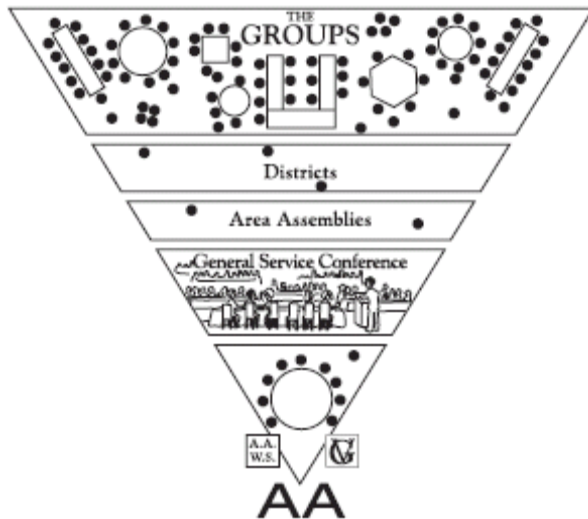
Table of Contents

Structure of the Conference	3
What does a GSR do?	3
Suggestions for GSR at Home Group Meetings	4
Suggestions for GSR at District Meetings	4
Suggestions for GSR at Area Assemblies.....	5
The Informed Group Conscience	5
What is an Informed Group Conscience?	5
Suggested Steps to Achieving an Informed Group Conscience	6
Speaking at Area Assembly	6
The Minority Opinion	6
Glossary of terms	6
The AA Group	8
Why is a meeting not a Group?	8
The Home Group - One Group, One Vote.....	8
The Spirit of Rotation.....	8
What is an informed group conscience?	8
AA Group Inventory.....	9
Service Leadership.....	9
Service Sponsorship	9
Commitment to Service	10
Continuance.....	10
Why Do We Need A Conference?	11
Where to Get Help.....	11
A Quick Guide to AA Parliamentary Procedure.....	12
GSR Report Form	13

Structure of the Conference

Tradition Five states that each group has one primary purpose, “to carry the message to the alcoholic who still suffers”. The AA service structure enables AA groups to reach still suffering alcoholics in ways which are too costly, in money or manpower, for one individual group to undertake.

What group, however large, could publish a 575 page, hard bound book for \$8.00? Compile and publish a directory of groups and contacts for travelers? Visit all the treatment centers in Maine? Take meetings to all the jails in Maine?



The AA service structure also enables individual groups to participate in the decision making process on issues which effect AA as a whole. By having an active GSR, a group can have a voice and a vote on important issues facing AA as a whole.

The AA service structure is an inverted triangle with the groups at the top. Although sizes may vary widely, there are about fifteen groups in a district. The GSRs in the district elect a District Chair (DCMC) and sometimes other District Committee Members. The District Chair holds district meetings with their GSRs regularly.

Each group sends its GSR to the Area Assembly along with the DCMs.

Together groups and districts share ideas, problems and solutions. A GSR can take the experience of other groups from the Area Assembly back to their group. Every Area sends a Delegate to the General Service Conference in New York City each April. At the Conference the experience of the AA group is shared with other groups through its Delegate. We need constant, honest communications from one part of AA to every other, furnishing a wide cross-section of AA experience on timely issues facing the fellowship. The General Service Conference makes that possible.

What does a GSR do?

If you have been elected GSR, congratulations! You are being afforded the opportunity to perform a very special type of Twelfth Step work. As the General Service Representative of your group you are the key to AA as a whole. The co-founder of AA, Bill W., stated, “*The strength at our whole AA service structure starts with the General Service Representative the group elects. I cannot emphasize too strongly their importance*”.

When you register your name with the Area 28 Registrar or the AA General Service Office your name will be listed as contact for your group in the next printing of the Eastern US AA Directory. The General Service Office of Alcoholics Anonymous in New York will send you a GSR kit of valuable information, plus the bimonthly bulletin *Box 4- 5-9*. You will receive other mailings from GSO. Share this material with your group. Remember, you are your group's link to AA as a whole.

When you first arrive at the District meeting, you may want to:

- Introduce yourself to other GSRs and DCMs. They will be glad to meet you, and to help you. Locate your DCM.
- Obtain an *AA Service Manual* and other service material.

During the District meeting, you may want to:

- Listen carefully to the issues and reports. Taking notes is helpful when reporting to your group.
- Attend any GSR introduction meetings

After the meeting, you may want to

- Ask questions of your District chair and DCM, Committee Chairs and District Officers.
- Consider joining a District Standing Committee.

At the next meeting of your group you may want to

- Share information that you learned at the District, written and oral.
- Suggest that your group begin to allow time for a GSR report, or make a report during the “announcements” portion of your group.

Some items to address in a report include:

- Issues the District, Area or AA as a whole are currently facing.
- Service opportunities available.
- Upcoming workshops or events.
- Contents of Box 4-5-9 or the Area 28 Boomerang

Suggestions for GSR at Home Group Meetings

- Guardian of the Traditions – know where to find answers.
- Give regular reports to the group regarding the district, the area and GSO.
- Share information from GSO, such as Box 459, literature price lists, etc.
- Explain issues to be voted on, and find out how the group wants you to vote on matters of importance to all AA
- Be the group contact for the area committee and GSO for AA directories, etc.
- Insure your group is offering all the sobriety tools available, including conference-approved pamphlets and books.
- Seventh Tradition – work with your group treasurer to develop contribution plans.
- Be familiar with The AA Service Manual (**BM-31**), Twelve Steps and Twelve Traditions, Circles of Love and Service, The AA Home Group (**P-16**) pamphlet.
- Supply your DCM with up to date group information.
- Write down questions and comments from group members and bring to district meetings and area assembly meetings.

Suggestions for GSR at District Meetings

- Bring up issues or concerns from your group for discussion with other GSRs.
- Give a GSR report. Blank report forms are available at the end of this workbook and at the Area 28 website: www.Area28aa.org.
- Give group contributions to district treasurer and get a receipt.
- Participate in planning district meetings.
- Take information back to your group – nobody else will.
- Bring a notebook and a planning calendar.
- Know what your district chair’s responsibilities are.
- Call your district chair to put items on agenda for district meetings.

Suggestions for GSR at Area Assemblies

The Spring Area assembly, committee meetings and workshops are held the first weekend of April or the last weekend of March. The Fall Assembly is held the third weekend of October. The location rotates among the regions of the state.

- Vote on issues affecting Area 28 and AA as a whole
- Elect area delegate and other officers in odd panel years
- Bring notebook and calendar so that correct information and dates of future events get back to your group
- Bring group conscience to assemblies
- Understand the right of decision (Concept III) and right of participation (Concept IV)

The Informed Group Conscience

The concept of “Informed Group Conscience” is central to AA as well as our service structure. It operates as the guiding spiritual principle at all levels of AA. We should see it as our guiding principle at group meetings, district meetings, area assemblies and the general service conference.

“Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group they have no other affiliation.” –Tradition Three (long form)

“Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose – that of carrying its message to the alcoholic who still suffers.” – Tradition Five (long form)

“Unless there is approximate conformity to AA’s Twelve Traditions, the group . . . “can deteriorate and die.” – Twelve Steps and Twelve Traditions, page 174

What is an Informed Group Conscience?

Tradition Two: “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.”

There are two ways: The **competitive way** permits the person with the loudest voice to push his ideas across, take a vote and come up with a ‘majority’ decision. This is not an informed group conscience. In the **cooperative way**, group members come together in mutual trust to arrive at a group decision, not one individual’s personal triumph.” The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This implies that pertinent information has been studied and all views have been heard before the group votes.

This reminds us that Concept One states *“The final responsibility for AA World Services should always reside in the collective conscience of our whole fellowship.”* (BM-31, p6) No one person or group should make our decisions for us, no matter how persuasive they may be.

Suggested Steps to Achieving an Informed Group Conscience

- **Gather Knowledge:** The GSR or other chairperson of the group informs himself/herself about the topic to be discussed. Then:
- **Present Topic/Issue:** Present the information on the topic to the home group, giving enough background material so all participants are informed on both sides of the topic. The chairperson should be as unbiased as possible on the topic.
- **Sharing:** Ask each member to share in turn, being sure to allow all to share once before anyone shares a second time. Remember, this is not a general discussion meeting. It is a method of arriving at unanimity on a specific subject. Remember to carefully listen to any **minority opinions**.
- **Consensus:** Continue the process until **substantial group unanimity** is achieved. This is usually considered 2/3 of the participants. More than one sharing session may be needed. Remember, you are striving for a group conscience, not a “popular vote.” Be patient and practice AA principles as the process continues.
- **Recap:** Once a group conscience is achieved, present a summary of their conscience to the group as a whole including minority opinion. Pass the group conscience and any minority opinion on to the appropriate person(s), be it the Delegate, Area Committee, or District.

“Not always understood, group conscience as expressed in Tradition Two is a powerful spiritual concept that makes it possible for people of diverse backgrounds and temperament to rise above personal ambition and unite in a common purpose; to stay sober and extend the hand of AA to the alcoholic who still suffers.” “Box 4-5-9” – Vol. 35, No. 1 February/March 1989

Speaking at Area Assembly

- Go to the microphone;
- When recognized by the Area Chair: state your name, your service position and the name of the group you represent.
- Speak as clearly and as briefly as possible. Your remarks must be pertinent to the business at hand or items you wish to bring to the floor.
- The chair is not required to recognize a frivolous motion.

(A more complete Guide to AA parliamentary procedure can be found at the end of this workbook.)

The Minority Opinion

In Alcoholics Anonymous, once a vote has been taken on a motion, the minority parties ALWAYS have the opportunity to speak from the floor. If someone in the majority (the winning side) would like to change their vote after the minority has spoken, it becomes a motion to reconsider which needs to have a second. It is then open to further discussion (if the original motion was open to discussion) before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority or 2/3s) as the original motion. (A more complete **Guide** to this AA parliamentary procedure can be found at the end of this workbook.)

Glossary of terms

AAWS: Alcoholics Anonymous World Services; one of two corporations of the General Service Board, it oversees the operation of GSO and publishes approved literature.

Alternate: A service worker who supports and assists a trusted servant and is often considered “in training”, but always stands ready to step in for the trusted servant.

- Area:** All or part of a state or province that is responsible for sending a delegate to the General Service Conference. Area 28 encompasses all of Maine and part of southern New Brunswick
- Area Assembly:** A bi-annual meeting of GSRs and Area Committee members that assembles to discuss Area affairs, to elect a delegate and area officers every two years, and to discuss Conference agenda items in order to inform the Area 28 delegate. Please refer to the Area schedule for dates and location.
- Area Committee:** Body composed of the District Chairs, the Area Committee Chairs, the Area Officers and the Delegate.
- Autonomous:** Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or AA as a whole." This means that we have been given the courage to declare each AA group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not do anything which would injure AA as a whole, nor affiliate itself with anything or anybody else.
- Conference:** The General Service Conference; this can mean either the structure involving committee members, GSRs and Delegates in an Area, or the annual meeting of Conference Delegates each April in New York City.
- Conference Approved:** Pamphlets, books, videos and films produced by AA World Services that have undergone an approval process within the General Service Conference. To be modified they must be brought to the Conference.
- C.P.C.:** Cooperation with the professional community.
- DCMC:** District Committee Member Chair or District Chair. An experienced GSR elected by other GSRs to represent the groups of their district in Area committee meetings and to coordinate services in the district.
- Delegate:** The man or woman elected every other year to represent the Area at the annual General Service Conference meeting in New York City and to bring back to the Area the results of that meeting.
- District:** A geographical division within an area, represented by a District chair.
- District Meeting:** Meeting of the District chair and GSRs in a district.
- Group Conscience:** The collective conscience of the Group membership representing substantial unanimity on an issue before definitive action is taken. Generally, this is arrived at in a business meeting of the Group.
- GSO:** The General Service Office, which provides services to groups in the United States and Canada and publishes AA literature.
- GSR:** General Service Representative. The group contact with District, Area and GSO and a voting member of the Area Assembly.
- P.I.:** Public Information committees at the district, Area, Trustee and Conference level help carry the message by working with the media.
- Region:** A group of several Delegate Areas from which a Regional Trustee is elected to the General Service Board. There are six regions in the U.S. and two in Canada. Area 28 is part of the Northeast Region.
- Spring Assembly:** Area 28 conference held prior to the General Service Conference with the primary purpose of acting as the collective conscience of the groups on current issues of the General Service Conference.
- Third Legacy:** Our three legacies include Recovery, as described in the Twelve Steps, Unity, as described in the Twelve Traditions, and Service, as described in the Twelve Concepts for World Service. Our Third Legacy of Service is the sum total of all AA services, from a Twelfth Step call to worldwide service activities.

Third Legacy Procedure: A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in chapter one of *The AA Service Manual*.

Trustee: The title for a member of the General Service Board. Fourteen trustees are AA members (Class B); seven are non-alcoholic (Class A).

The AA Group

The purpose of all AA groups, as stated in our Preamble, is for members to "share their experience, strength and hope with each other, that they may solve their common problem and help others to recover from alcoholism." Most AA meetings are considered voting groups when they follow the long form of our Third Tradition.

Why is a meeting not a Group?

Perhaps the most important distinction between groups and meetings is singleness of purpose: to stay sober and help others recover from alcoholism. Unlike most meetings, AA groups continue to exist outside prescribed meeting hours, always ready to provide Twelfth Step help when needed. A Group has a vote in the decision making process of AA as a whole.

The Home Group - One Group, One Vote

Although AA members attend the meetings of many groups, and feel comfortable in these meetings, the Home Group remains the strongest bond between the individual AA member and the Fellowship. With membership comes the right to vote upon issues that might affect the Group and might also affect AA as a whole—a process that forms the very cornerstone of AA's service structure. As with all Group conscience matters, each AA member has one vote; and this, ideally, is voiced through the Home Group.

The Spirit of Rotation

Traditionally, rotation of service positions keeps AA members from becoming frozen in office. It also ensures that group tasks, like nearly everything else in AA, are passed around for all to share. Rotation insures that fresh ideas are brought to the task, and helps to bring us spiritual rewards more enduring than fame. And, in the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities." Terms are usually two years, but can be any length the Group designates. Before you rotate out of any AA office, be sure to help train your replacement.

What is an informed group conscience?

The group conscience is the collective conscience of the Group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of AA principles. To be fully informed requires a willingness to listen to minority points of view with an open mind.

On sensitive issues, the group works slowly - discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well informed group arrives at a decision. The results rests on more than a yes or no count—precisely because it is the spiritual expression of the group conscience. The term informed group conscience implies that pertinent information has been studied and views are heard before the group votes.

AA Group Inventory

Many groups periodically hold a group inventory meeting to evaluate how well they are fulfilling their primary purpose: to carry the message to the alcoholic who still suffers. Some groups take an inventory by examining our Twelve Traditions, one at a time, to determine how well they are living up to these principles. Some helpful questions may be found in the AAWS publication *The AA Group* pamphlet. Groups will probably wish to pose questions of their own as well.

Service Leadership

Concept IX: Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of AA must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.

Leadership starts with informed group members and GSRs, many of whom go on to become DCMs, District chairs, Area Service Committee Chairs, Area Officers, Delegates and Trustees. In order to fulfill the responsibility that our group has given us we must become as knowledgeable as possible. If we keep an open mind and a willingness to learn we soon find that we are the ones that benefit.

Service Sponsorship

Sponsorship in AA is basically the same, whether in helping another individual's recovery or in service to a group. It can be defined as one alcoholic who has made some progress in recovery and/or performance or service, sharing this experience with another alcoholic who is just starting the journey.

Both types of service spring from the spiritual aspects of the program. Individuals may feel that they have more to offer in one area than in another. It is the service sponsor's responsibility to present the various aspects of service: setting up a meeting, working on committees; participating in conferences, etc. In this matter, it is important for the service sponsor to help individuals understand the distinction between serving the needs of the Fellowship and meeting the personal needs of another group member.

The service sponsor begins by encouraging the member to become active in their home group — coffee, literature, cleanup, attending business meetings or intergroup meetings, etc. The service sponsor should keep in mind that all members will not have the desire or qualifications to move beyond certain levels and, thus, the service sponsor might help find tasks appropriate to individuals' skills and interests. Whatever level of service one performs, all are toward the same end—sharing the overall responsibilities of Alcoholics Anonymous. Eventually, the service sponsor encourages the individual member interested in this form of service to attend district meetings and to read about the history and structure of Alcoholics Anonymous. At this point, the individual beginning this work should begin to understand the responsibilities of service work, as well as feel the satisfaction of yet another form of Twelfth Step work. Such individuals should be encouraged to take an active part in district activities and consider being elected to alternate positions in the district so as to learn about the responsibilities of various jobs in the service structure.

During this process it is important for the individual to continue to learn about the three Legacies—Unity, Recovery and Service—and to understand that the principle of rotation not only allows them to move on in service, but also gives newer members the privilege of serving. Rotation also allows them to understand that no one should hold on to a position of trust long enough to feel a proprietary interest and thereby discourage newcomers from service.

Now, through knowledge and experience, the newer member is aware that service is our most important product after sobriety. With this knowledge, the individual is able to share their vision with others and ensure the future of Alcoholics Anonymous.

Questions and Answers on Sponsorship, © AA World Services

Commitment to Service

Commitment, in terms of recovery, means restoring some of the basic principles many of us were taught as children, but we lost somewhere in our self-centeredness. As Trusted Servants of the General Service structure the principles that we must now practice include willingness, self sacrifice, honesty, consideration of others, thoughtfulness, love, tolerance and, most of all, basic etiquette.

- Do we show up when we say we will? Are we on time?
- Do we mark our AA commitments on the calendar and then work around them, or do we attend only if it doesn't interfere with our plans?
- Do we arrange for our alternate to attend events when we are unable?
- Do we keep our alternates well informed and involved?
- Do we attend as many service activities as possible in order to become better informed, or do we do the least possible required?
- Do we tend to our responsibilities cheerfully or portray them as a drag?
- Are we able to offer criticism lovingly and based on the application of our three legacies, or do we let personalities get in the way?

All of these things are important to being committed to service in AA, but the bottom line is: are we giving back in proportion to what has been given to us? Gratitude is an action word. It is something we show, not just something we talk about. If we give only a tenth of what has been given to us, we should all be shining examples of service and commitment in AA.

Continuance

It is our sincerest wish that this guideline has informed and motivated you to continue to stay active in General Service and to attend additional meetings in your Area and District. Some of these meetings may seem confusing, frustrating, long and boring, but it should not be too hard for us to remember just how strange and confusing some of those first AA meetings were that we attended in those early days of sobriety. Keeping this in mind may make it easier. You may not know any of the people there, or fully understand what is being discussed, possibly just as it was at your first AA meeting. But similarly, everyone there was once also a newcomer and knows what it feels like. Talk to people, ask questions, and find out how to get information.

You'll find that people involved in service are a friendly group and will take the time to share and explain this most valuable legacy of service with newer members. Service takes every bit as much time and energy as learning and living the Twelve Steps of our program of recovery. To be willing to share with members not currently in service what the Third Legacy provides our Fellowship and communities that we live in is one true measure of our society's wonderful movement.

The organizational method of Region, Area, District and Group may seem complicated and overly structured at first, but it is in accordance with our Tradition Nine, of "least possible organization." The test of time has shown that our service structure allows for the best operation of our Fellowship's General Services.

Finally, and most importantly; it is through a loving God and the collective conscience of our Fellowship that our society arrives at the ultimate authority to guide Alcoholics Anonymous.

Why Do We Need A Conference?

The late Bernard B. Smith, nonalcoholic, then chairman of our board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting:

"We may not need a General Service Conference to insure our own recovery. We do need it to insure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to insure recovery of a child being born tonight, destined to alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in AA that rebirth which brought us back to life.

"We need it because we, more than all others, are conscious of the devastating effects of the human urge for power and prestige which we must insure can never invade AA. We need it to insure AA against government, while insulating it against anarchy; we need it to protect AA against disintegration while preventing over integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services. "We need it to insure that changes within AA come only as a response to the needs and wants of all AA, and not of any few. We need it to insure that the doors of halls of AA never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to insure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is."

Where to Get Help

Suggested AA Literature:

The AA Service Manual Combined with Twelve Concepts for World Service Includes the Conference structure, the Conference Charter and General Service Board Bylaws. The Twelve Concepts, as set forth by Bill W., are principles of service that have emerged from AA's service accomplishments.

GSR May Be the Most Important Job in AA A pamphlet outlining the responsibilities of the General Service Representative. It provides suggestions for a Group when electing a GSR.

The DCMA pamphlet outlining the responsibilities of the District Committee Member.

Your General Service Office A pamphlet describing the services and operation of GSO.

Circles of Love and Service This pamphlet outlines AA's service structure in color diagrams.

Problems Other Than Alcohol Excerpts from a AA Grapevine article by co-founder Bill W., representing principles reaffirmed by the General Service Conference of 1969, 1970 and 1972.

Self-Support: Where Money and Spirituality Mix A pamphlet that suggests ways of supporting service entities.

The AA Group, Where it all begins This pamphlet explains how an AA Group works most effectively, how new Groups can be started, and how each Group is linked to AA as a whole.

The Twelve Concepts Illustrated A fully illustrated guide of the Twelve Concepts for World Service in action.

The Twelve Traditions Illustrated A fully illustrated guide of the Twelve Traditions explaining the origins, the spirit and the practical applications of the Traditions.

A Quick Guide to AA Parliamentary Procedure

1) MOTION

- A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered. The magic words are “I move”
- An Area Committee recommendation is considered seconded already. This is because committees consist of more than one voting member.

2) SECOND (If there is no second, the motion dies.)

3) CHAIR RESTATES MOTION “It has been moved and seconded that”

4) DISCUSSION BEGINS

- If all comments favor the motion, the Chair may ask “Is it the sense of the Assembly that the motion be adopted?” If there is no opposition, a vote should be taken. If there is opposition they need to speak to the motion.
- A reasonable opportunity is given for all to speak on the motion.
- As discussion dies, the Chair states: “There being no further discussion we will vote on the motion ...”

CALLING THE QUESTION. After discussion has begun, any voting member may Call the Question.

A second is required and there is no discussion. The Chair will ask for a vote on the Motion to Call the Question. If adopted, the Assembly will move to VOTE on the question, otherwise DISCUSSION resumes. Please remember that a reasonable opportunity should be given to all to speak before making a Motion to Call the Question.

Not all MOTIONS result in a VOTE. Subsidiary motions requiring a second include:

- (1) It can be AMENDED. The amendment is discussed and voted on, or accepted by the originator as a friendly amendment. Then discussion of the original motion resumes.
- (2) It can be TABLED, or postponed, either *definitely* to a set time or place, or *indefinitely* with no set time or place.
- (3) It can be REFERRED TO COMMITTEE with or without instruction.

5) VOTE Chair should restate the motion, then choose a verbal or hand roll call vote. If a verbal roll call is difficult to determine, a show of hands should be taken and counted. In general a majority (1/2) vote is required to adopt a motion. The Chair announces the outcome of the vote.

6) MINORITY OPINION The Chair asks, “Does anyone in the minority wish to speak?” Only those who voted in the minority may speak, defined by the following criteria:

- If a motion has passed, only those who voted against may speak.
- If a motion has failed, only those that voted in favor may speak.
- If a person abstained from voting, they do not speak at this time.

7) MOTION TO RECONSIDER The Chair asks, “After hearing from the minority, is there anyone who wishes to change their vote?” OR “Do I hear a Motion to Reconsider?”

- This motion must be seconded and is then discussed. After reasonable discussion, the Chair will call for a vote. Only a simple majority (over 50%) is necessary to reconsider.
- If a Motion to Reconsider is passed, resume DISCUSSION.
- A motion cannot be reconsidered twice.

Study and practice of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service provide useful tools to procedure. Practice of our basic principles helps us to function at our best. Parliamentary procedure ensures courteous and orderly exchange amongst voting members. It is here to serve, not stifle, the Assembly.

GSR Report Form

Date: _____

Group Name: _____

GSR Name: _____ District Number _____

Meeting Place / Times / Format:

Number of Home Group Members: _____ Average Meeting Attendance _____

The information below includes some suggestions that you might consider reporting on your group at the district meeting. Use the "Other Information" section for other issues you want to share. When you give your report at the microphone, you only have to mention things you consider interesting or important. After you give your report, give this copy to the district secretary.

Group Conscience (how often, issues being discussed, decisions made):

Group Contributions (how often, which entities contributed to, percentages):

Service Positions filled within the Group:

Upcoming Group Events:

OTHER INFORMATION:

PLEASE PRINT NEATLY SO IT IS EASY FOR THE SECRETARY TO PREPARE THE MINUTES. THANKS!