

# G.S.R. ORIENTATION

## ***A DECLARATION OF UNITY***

This we owe to A.A.'s future:  
To place our common welfare first;  
To keep our fellowship united.  
For on A.A. unity depend our lives,  
And the lives of those to come.

## ***RESPONSIBILITY STATEMENT***

I am responsible...  
When anyone, anywhere,  
Reaches out for help,  
I want the hand of A.A. always to be there.  
And for that: I am responsible

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Disclaimer: This packet was put together by members for members of the Fellowship of Alcoholics  
Anonymous. It is meant to be used as a learning tool for G.S.R.s'. Wherever possible information has  
been quoted from Conference approved literature.

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## **“The G.S.R. 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 A.A.

We realize the ultimate authority of A.A. is a loving God as he may express himself in our group conscience. In passing along his 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 while others share the courage to speak up when we have something to share, and the wisdom to do what is right for our groups and A.A. as a whole.

Author unknown

## **“Commitment”**

Commitment is what transforms a promise into reality. It is the words that speak boldly of your intentions. And the actions which speak louder than words. It is making the time when there is none. Coming through time after time after time, year after year after year.

Commitment is the stuff character is made of. The power to change the face of things. It is the daily triumph of integrity over skepticism.

Author unknown

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The A.A. Service Manual combined with the Twelve Concepts 2024-2026 Edition, The A.A. Group & Where It All Begins pamphlet, The G.S.R. pamphlet, WSEA 92 Handbook, Self-Support: Where Money and Spirituality Mix pamphlet, The Twelve Concepts for World Services Illustrated pamphlet, <a href="http://area92aa.org">area92aa.org</a> , <a href="http://aa.org">aa.org</a> .	

## **What does a G.S.R. do?**

The general service representative (G.S.R.) has the vital job of linking their group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member (D.C.M.), to the Area body, and to the delegate, who passes them on to the conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to their group the Conference Actions shared by the delegate that affect A.A. unity, health and growth. Also sharing the Area and District news. Only when a G.S.R. keeps the group informed, and communicates the group conscience can the Conference truly act for A.A. as a whole (Service Manual 2024-2026 Edition pg 7).

## **What are the basic duties of the G.S.R.?**

- Attend district meetings.
- Attend area assemblies.
- Serve as the mail and email contact with the General Service Office, and they are listed in the A.A. Directories as contacts for their groups.
- Serve as the mail and email contact with their district committee member and with the area committee.
- Supply their D.C.M.s' with up-to-date group information which is relayed to both G.S.O. and Area for inclusion in the directories and for G.S.O. mailings
- Participate in district and area service meetings. This is a great way to learn about all that A.A. and general service have to offer to help carry the A.A. message.
- Following these events make a report to your homegroup.

See the A.A. Service Manual 2024-2026 Edition pgs. 10-11. These are only a few of the G.S.R.s' duties; to see a more complete listing go to pages pg. 8-9 in the A.A. Service Manual 2024-2026 Edition.

## **The G.S.R. Kit**

When G.S.O. has been notified, the new G.S.R. receives a kit containing a covering memo, The A.A. Service Manual with the Twelve Concepts for World Service, useful pamphlets and leaflets, and a literature order form. Go to [aa.org](http://aa.org) - search: GSR KIT -

## **What is an alternate G.S.R.? What do they do?**

An alternate G.S.R. should be elected at the same time as the G.S.R. in case the G.S.R. is unable to attend all district and area meetings. Alternates should be encouraged to assist, participate, and share in the responsibilities of the G.S.R., attending district and area meetings when feasible, depending on local needs. (Service Manual 2024-2026 Edition, pg. 11).

### **District and Area meetings for the G.S.R. to attend**

There are many important district and area meetings that a G.S.R. may attend. These workshops/meetings will give each G.S.R. the opportunity to gather information to take back to their home group. This information will allow each member of the home group to be better informed and thus will lead to “an informed group conscience”.

These meetings include, though not limited to: The district meetings, Standing Committee Workshops, especially the one in March Workshop when we review the Conference agenda, G.S.R. School, assemblies/quarterlies, and the delegates’ report. Following is a brief description of each.

**District Meetings:** District meetings are sometimes called G.S.R. meetings. Group reports are given so that other G.S.R.s’ are aware of how other meetings are doing and how they are solving group problems, they are given the district financial report and can express concerns of their home group. They discuss concerns of the district, our Area and A.A. as a whole. The D.C.M. brings back important information to the G.S.R.s from Area functions to be discussed at the group level.

**Standing Committee Workshops:** These workshops are facilitated by both Standing Committee Chairs and a hosting district. District committee chairs, G.S.R.s, D.C.M.s and any other A.A. member may attend these meetings to learn how to carry the message of A.A., ask for help with district concerns, and gather information on what is going on in that committee at G.S.O., other Areas and Districts. March’s Standing Committee Workshop provides the opportunity to sit in on committees of interest to discuss current Conference Agenda topics. The informed group conscience is then shared later in the day with all in attendance. This allows each G.S.R. to carry information back to the district and their group allowing for maximum participation and sharing of the informed group conscience with the Delegate, who then takes it to the General Service Conference.

**G.S.R. School:** This workshop is where G.S.R.s all over get together to learn the details of their responsibility. G.S.R.s will also learn what the Area Trusted Servants do, what happens at assemblies, quarterlies, and at the General Service Conference and how the Home Groups voice is heard and why it is so important for the groups to know what is happening in A.A. as a whole.

**The Assembly:** After getting the “informed group conscience” of their home group the G.S.R. now attends two separate 3 day assemblies: One held on a weekend in April that does not conflict with the General Service Conference and one held on the 3rd weekend of October. All G.S.R.s’ in the area have the responsibility to discuss and vote on each motion at assemblies. After all motions are discussed and voted on, the G.S.R. then takes the outcome back to their home group to let them know what happened.

**The Quarterly:** The quarterly is a great place for G.S.R.s to get acquainted as to how we do business at area assemblies. G.S.R.s are able to meet other G.S.R.s, D.C.M.s and the Area Trusted Servants on a more personal and informal level. While G.S.R.s are unable to vote at quarterlies they do have the right to participate by talking directly to the maker of motions, other Area Committee Members and G.S.R.s by asking questions that they know are pertinent to their home group’s ability to make an informed group conscience.

**The Delegate Report:** The Delegate Report is held after the delegate gets back from the General Service Conference. Delegate Reports are when the delegate reviews what happened at the Conference, what Conference agenda items passed or failed and why. The delegate also brings back any pertinent information that groups need to know concerning A.A. as a whole. These are usually done with a mix of personal experience of the Delegate from when they got to go to Bill and Lois house, visit G.S.O. and Archive, other activities as well as the General Service Conference itself.

## **What is a home group?**

For most A.A.’s membership in a home group is one of the keys to continuing sobriety. In the home group, they accept service responsibilities and learn to sustain friendships. The home group affords individual A.A.’s the privilege of voting on issues that affect the Fellowship as a whole; it is the very basis of the service structure (Service Manual 2024-2026 Edition pgs 2-4). A group is generally held to be an entity that has continuity of membership, collects contributions to meet the requirements of self-support, selects trusted servants such as secretaries, meeting chairs and coffee makers, and establishes consistent meeting times and places so that the newcomers and others who need a meeting can find one.

## **Home group service positions and how they affect the group.**

Many A.A. members report that their circle of A.A. friends have widened greatly as the result of coffee-and-conversation before and after meetings.

Most groups depend upon their members to prepare for each meeting, serve the refreshments and do K.P. afterwards(clean up). You often hear A.A. members say that they first felt “like a member” when they began making coffee, helping with the chairs, doing “dishpan” therapy. Some newcomers find that such activity relieves their shyness and makes it easier to meet and talk to another member (The A.A. Group ...Where It All Begins pamphlet, page 16).

A home group can make as many service positions as they want to. Some are G.S.R., Alt G.S.R., treasurer, secretary, literature, greeter, Grapevine rep, chairperson, set-up, coffee maker and clean up. Some groups also have PI/CPC and corrections representatives.

Group service- from coffee maker to secretary, treasurer, or chairperson – is usually the way members first experience the joy and the growth that can be derived from A.A. service.

## **About those A.A. group problems**

Group problems are often evidence of a healthy, desirable diversity of opinion among the group members.

Almost every group problem has a resolution, which usually can be reached through the mechanism of an informed group conscience. Importantly, a good sense of humor, cooling-off periods, patience, courtesy, willingness to listen and to wait – plus a sense of fairness and trust in a “Power greater than ourselves” – have been found far more effective than legalistic arguments or personal accusations (The A.A. Group...Where It All Begins pamphlet, pgs 30-31 ).

Good ways to work out group problems is through working the 12 Traditions and a group inventory.

## **Tradition 7 and why it is important to A.A. as a whole?**

There are no dues or fees for membership in A.A., but we do have expenses. In keeping with the Seventh Tradition a group may “pass the basket” in order to cover expenses such as rent, refreshments, A.A. Conference-approved books, pamphlets and meeting lists, and contributions to services provided by the local intergroup (central office), district,area, and the General Service Office. This is where G.S.O. receives their ability to provide you, the new G.S.R., your G.S.R. Kit. A.A. groups contribute enough to cover about two-thirds of the service expenses (services provided to all registered groups by G.S.O. whether or not they make a contribution). The rest is covered by publishing income, which is in excess of that required for publishing expenses.

The number and extent of group services have increased over the years, but the real cost of service per group has decreased consistently owing to the growth of the Fellowship. However, all groups do not contribute to the support of the service work. About fifty-five percent do not. This places a heavier burden on the groups that do. More important than the dollar amount, is the group participation in sending a contribution; making groups members of the A.A. community.

## **What is an informed A.A. 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 A.A. principles. To be fully informed requires a willingness to listen to minority opinions 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 result 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 the pertinent information has been studied and all views have been heard before the group vote (The AA Group ...Where It All Begins pamphlet pages 28-29).

## **What is the "Right of Decision and Right of Participation?"**

"Every trusted servant and every A.A. entity at all levels of service have the right 'to decide' how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises. That is, they can decide which problem they will dispose of themselves and upon which matters they will report, consult, or ask specific directions. This is the essence of 'The Right of Decision'."

"This right also means the Fellowship must have trust in its 'trusted servants'. If the groups instruct their G.S.R.s rather than giving them a 'Right of Decision,'" then the area assembly loses the full participation of its members.

If the G.S.R.s dictate to the area delegate rather than giving them a "Right of Decision," then the General Service Conference loses the full participation of all the delegates. "As Bill points out, our Conference delegates are primarily the servants of A.A. as they should... cast their votes... according to the best dictates of their own judgment and conscience at that time" as well as A.A. as a whole.

“Bill warned against using “The Right of Decision” as an excuse for failure to make the proper reports of action taken; or for exceeding a clearly defined authority; or for failing to consult the proper people before making an important decision. But he concludes: ‘Our entire A.A. program rests squarely upon the principle of mutual trust. We trust God, we trust A.A., and we trust each other.’”

The Right of Participation provides equality, no superiors or inferiors. “We perform our service tasks better when we are sure we belong-when our ‘participation’ assures us we are truly the ‘trusted servants’ described in Tradition Two.”

(The Twelve Concepts for World Services Illustrated, Concept III & IV)

## **Who is the “Area Committee?”**

The area committee is composed of all district committee members (D.C.M.s), area officers, and chairs of area service committees. In the absence of a D.C.M., the Alt. D.C.M. is a voting member.

## **What is an Area Quarterly?**

An Area Quarterly is a 2 day service meeting. D.C.M.s, G.S.R.s or A.A. members may bring motions and concerns before the area committee. These motions are then looked at by the Area Committee to make sure that they are clear, concise and have to do with Area business. Upon a vote of substantial unanimity (2/3 majority) the motion is then passed onto the Assembly Agenda. Thus allowing time for the motions to go to the homegroups by way of their G.S.R. for full discussion. District and home group concerns can also be brought to the quarterly in an effort to gather the experience of others. It is beneficial for the G.S.R. to attend quarterlies, though they cannot vote, they can still participate and be informed of important background information for their home groups. The D.C.M. may not know what the G.S.R.’s group would ask. The G.S.R. will learn what their group will want to know. The quarterly begins around 4:00 pm on Friday with a general sharing session, which could include panel discussions and round table discussions, committee/ad hoc meetings and G.S.R./D.C.M. Orientations. Saturday business starts at 8:00 am. A typical agenda for a quarterly includes elected and appointed officer reports, assembly reports, special committee reports, D.C.M. sharing, and bids for hosting an upcoming quarterly as well as discussion on motions that have been submitted. Each potential motion should be discussed thoroughly before any vote is taken.

## **What is an Area Assembly?**

An Area Assembly is a 3 day service meeting consisting of area G.S.R.s, the area committee, and any A.A. member. The Area Assembly is the mainspring of the Conference structure- the democratic voice of the movement expressing itself. Assembly meetings consider a variety of topics, from General Service Conference business by electing our delegate to area problems and solutions, financial affairs, sharing sessions, and ways to carry out our Twelfth Step work including public information programs, workshops and video programs.

An elections assembly in WSEA 92 is held every two years in October of each odd year to elect a delegate, alt-delegate, chairperson, alt-chairperson, treasurer, and alt treasurer. The voting is conducted according to the Third Legacy Procedure and takes place during the course of assembly business. Newly elected delegate and area officers, both those elected and appointed, take office as of January 1st of the following even year.

A Non-Election Assembly is when no election is scheduled. This assembly in Area 92 is held every two years in October, each even year. They deal with a variety of area concerns usually using our Inventory process. (Service Manual 2024-2026 Edition pg 19).

The Pre-Conference Assembly is a non-election assembly which meets in April. This assembly is where the Delegate discusses agenda items that will be considered at that year's General Service Conference (G.S.C.).

Any assembly motions come from the previous Quarterly or from new motions submitted to the Area Chair by Friday 5 pm. Also provide a copy to each committee member, recognizing spanish versions for our linguistic districts (16, 21, 24, 25)(approx. 40).

When the assembly is over and all motions have been voted on, the delegate then submits any motions that affect A.A. as a whole to the Conference Board for consideration as a possible conference agenda item.

## **What does the Delegate do?**

The delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve the US/Canada Conference as a whole. As voting members of the Conference, delegates bring to its deliberation the experience and viewpoints of their own areas. After hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interest of A.A. as a whole. (Service Manual 2024-2026 Edition Delegate Chapter).

## **What are the delegate duties?**

Though the high point is the Conference meeting, the delegate's job goes on year – round and involves all aspects of the Conference structure. The delegate should:

- Communicate the actions of the Conference to the area committee members and encourage them to pass on this information, to groups and to intergroups and central offices. If an area is too large for the delegate to cover in person, he or she will ask area officers and committee members to share the load.
- Be prepared to attend all area, state/provincial, and regional service meetings and assemblies. From these meetings, delegates come to better understand their own area and can make suggestions for the conference agenda. Here, too, they come in contact with A.A. members who might not be reached otherwise.
- Work closely with committee members and officers, sharing experience throughout the year. After G.S.R.s and committee members have reported on the conference to their home groups and districts, learn from these A.A. 's how groups and members have reacted.

\*Provide leadership in solving local problems involving the AA Traditions •

\*Keep the alternate delegate fully informed and active, so that the alternate can replace the delegate in an emergency.

\*\*\*These are only a few duties of the delegate. For the complete list of the delegate's duties see: The Delegate Chapter in the A.A. Service Manual.

## **What is the Conference? Where do the agenda items come from?**

The final agenda for any Conference consists of items suggested by individual A.A. members, delegates, trustees, area assemblies, and director and staff members of A.A.W.S. and the Grapevine. The Conference considers matters of policy for A.A. as a whole. The conference represents us and uses the Twelve Traditions and Twelve Concepts for guidance.

There are tried-and-true procedures for placing an item on the agenda in the most effective way or when the suggestion does *not* concern overall policy, for routing it to the most appropriate part of the service structure. If a G.S.R. has an idea for an agenda item, chances are that they will want to discuss it first with their group, then at a district or area meeting, which can then forward it to the staff member at G.S.O. currently serving as Conference coordinator. (Service Manual 2024-2026 Edition Chapter Six and pg 171).

## **What is G.S.O?**

The General Service Office (G.S.O.) and the Grapevine are located at 475 Riverside Drive in New York City. G.S.O. serves all A.A. groups in the U.S. and Canada and also offers services to A.A. overseas, especially in countries where there is no service structure. While many other countries have their own G.S.O.s', the US/Canada General Service Office, the earliest to be established, is generally regarded as the "senior" office. It serves as a clearinghouse and exchange point for the wealth of A.A. experience accumulated over the years, coordinates a wide array of activities and services, and oversees the publication, all translation of, and distribution of A.A. Conference – approved literature and service materials. (Service Manual 2024-2026 Edition Chapter 12).

## **What is Box 4-5-9?**

Box 4-5-9 is a quarterly newsletter put out by G.S.O. containing general information, notes and special departments covering public information, cooperation with the professional community, and correctional and treatment facilities activities, English, French, and Spanish editions. ([aa.org](http://aa.org))

## **What is the A.A. Service Manual and WSEA 92 Handbook?**

It is an outgrowth of the "Third Legacy Manual." All of the basic service principles and procedures outlined in that document have been retained. The Service Manual describes the basic structure and general guidelines by which A.A. conducts its business, and the responsibilities of specific service positions, A.A.W.S. and Grapevine. It includes the Twelve Concepts of World Service. (WSEA 92 Handbook located at [area92aa.org](http://area92aa.org) under Resource Tab).

## **What is "The Grapevine/LaVina"?**

AA Grapevine, Inc., carries the A.A. message in a variety of media, including books, e – books, audiobooks, and CD's and service items, such as the Serenity Prayer and A.A. Preamble signs. These are all composed of material previously published in the magazines or from [aagrapevine.org](http://aagrapevine.org). There is a Spanish language version of The Grapevine called La Vina. The Hispanic members of A.A. make all the submissions. La Vina is published bimonthly. (Service Manual 2024-2026 edition AA Grapevine, Inc ).

## **What is PRAASA?**

PRAASA stands for Pacific Region of Alcoholics Anonymous Service Assembly and is usually held the second weekend in March. There are 15 areas represented by their delegates in the Pacific Region; they consist of California, Oregon, Washington, Idaho, Nevada, Utah, Arizona, Alaska, Hawaii. The B.C./Yukon Territory is an honorary member of our region and also attends. PRAASA is an informal gathering of the delegates to share information without the formal responsibility of voting. PRAASA is not just for the delegates it is for every A.A. member to attend, including: members of A.A., G.S.R.s, the area committee and G.S.O.

PRAASA always follows the same format. Thursday is the get acquainted sharing session. Friday starts at 1:00 pm with the panels of possible Conference agenda items. Later that night, there are round table discussions on the different service positions (i.e. Alt Delegate, Chair, Alt Chair, G.S.R., D.C.M., treasurer, etc.). Saturday at 8:00 am is the PRAASA business meeting. Anyone attending this meeting can vote (this is the only voting in PRAASA). Then there are more panel discussions, dinner and speaker followed by the second round of round tables until midnight. Sunday the round tables make a brief report to the assembly of the discussion in their panels, followed by a general sharing session and the ask-it-basket where the 15 delegates answer the questions.

This is just a brief outline of what goes on at PRAASA. If you want to know more ask your delegate or a past delegate about their experience at PRAASA.

## **What is PNC?**

The Pacific Northwest Conference (PNC) is the oldest conference in the history of A.A. and it is typically held the last weekend in June. It's even older than the General Service Conference. It was started by Bill W in 1948 ([pnc1948.org](http://pnc1948.org)). The PNC is a smaller, more intimate version of PRAASA.

The purpose of the PNC is to develop greater unity between the members, group and Area of the Pacific Northwest and to encourage the exchange of ideas and experiences, provide an opportunity for members to discuss pertinent aspects of AA. Recovery, unity and service should always be the primary purpose for each Conference. The thought of how we can better serve Alcoholics Anonymous should never be compromised.

Each PNC has a minimum of 9 of the theme, presentation, and workshop topics that were presented at the most recent General Service Conference. All presentations are held in 1 room. (PNC Guidelines page 1).

## QUICK REFERENCE

### Elections & Motions

#### **How does WSEA 92 elect officers? When and where do we elect?**

- Every 2 years, in the odd years, at the WSEA October Assembly (Area Handbook 5.0), coinciding with the Delegate's seating at the General Service Conference (Area Handbook 5.0)

#### **What are the elected positions?**

- Delegate, Chairperson, Treasurer, and their Alternates (Area Handbook 5.0)

#### **Who is eligible?**

- Any member in attendance (Area Handbook, 7.0)

#### **Who votes?**

- All WSEA committee members and all GSR's have one vote each (Area Handbook 5.0)
- The Third Legacy Procedure is used. ( Service Manual 2024-2026 Edition pg 114)

#### **How does WSEA 92 appoint Trusted Servants and Standing Committee Chairs? When do we make the appointments? Who is eligible?**

- After thorough discussion of each person who submitted a resume and the position to be filled, selections are made by a consensus of the newly elected area officers except the secretary who is appointed by the newly elected chair.

\* Every 2 years (Except for Archivist which is every 4 years), after the WSEA October Assembly (Area Handbook 7.0) coinciding with the Delegate's seating at the General Service Conference.

What are the appointed positions?

- Secretary
- Archivist
- Cooperation with the Professional Community Chairperson (CPC)
- Corrections Facilities Chairperson
- Grapevine & Literature (GVL) Chairperson
- Newsletter Editor
- Public Information (P.I.) Chairperson
- Translation Committee Chairperson
- Treatment/Special Needs/ Accessibility Chairperson
- Any AA member is eligible (Area Handbook 7.0)

## **Motions**

- What is a motion? A tool used to introduce business in a meeting. • The idea for a motion can come from an individual, a group, a district, or from committee meetings or from the floor of assemblies. (Area Handbook pages 1-2).
- Who can bring a motion? Any A.A. member in attendance.
- A motion should be written clearly, concisely, be easily understandable and be presented with an explanation of current procedure (Area motions 77.4 and 82.9 - located under resources on area92aa.org).

## **How are motions made and acted upon?**

- The motion is made and presented by the maker if possible.
- The motion is seconded only if clear, concise, and pertains to area affairs.
- The Chair states the motion.
- Discussion is held (Concept 12 warranty 4).
- Members who wish to speak to the pending motion line up at the microphones and are called on in order. Each person may speak for (3) minutes. No one may speak for a second time on a topic until all who wish to speak for the first time have done so.
- The Chair puts the motion to vote.
- The Chair restates the motion.
- Votes are taken by a show of hands.
- The Chair announces the vote.
- Chair finalizes motion (if no further action is required).

## **Proper procedure for consideration of a motion?**

- Be considerate of the speaker, do not interrupt a member who has been assigned the floor.
- Motion requires a second. (unless the motion is brought forth by a committee then it does not require a 2nd)
- Can be debated and discussed.
- Can be amended. Only 2 amendments may be pending for one main motion.
- For passage, most motions require substantial unanimity vote ( $\frac{2}{3}$ ) if motion affects policy or substantial money.
- The maker of a motion has first right to speak to it.
- A member can vote against their own motion, but cannot speak against it.
- A member can modify their own motion before it is stated by the Chair, or offer an amendment after motion has been stated by the Chair.
- A member can withdraw their own motion up to the time it has been stated by the Chair, after that the motion must have permission of the body.

\* Final reminder that the body can decide to take no action by not making or seconding the motion, presented to the body. This kills the motion and the area will proceed on with business on the agenda.

### **Who votes on motions?**

- At Area Assemblies: The Area Committee and G.S.Rs. \*\*\*D.C.M. & G.S.R. alternates may vote in place of the missing member (One member one vote).
- At Area Quarterlies: The Area Committee. \*\*\*D.C.M. alternates may vote in place of the missing member (One member one vote).

### **Choosing not to Vote on a motion:**

- Known as abstentions
- Are not counted
- Should be avoided
- Those members who do not vote agree to go along with the decision of the majority and are not allowed to speak during minority opinion.

### **What types of motions require a majority vote?**

- Main motion unless the motion will effect policy
- Housekeeping (if needing more than a general consent)
- Amendment to a motion (unless amendment will effect policy)
- To send to committee
- To postpone action (rarely used)
- To table (must be taken off table at the next regular meeting or it dies)
- Courtesy motion; allowing a group to set aside the motion for something more important, such as the arrival of a speaker. Is out of order when used to kill or avoid dealing with a motion
- Take a recess or break
- Close meeting or adjourn

### **What types of motions require a 2/3-majority vote (Substantial Unanimity)?**

- Main Motion when the motion will affect policy.
- To amend when the amendment will affect policy.
- To limit debate.
- To end debate (call for the question) stops debate and the motion is presented for an immediate vote and must be made in order at the microphone. The same individual may not speak to the question and then call for the question at the same time. It cannot be debated.

### **What is General Consent?**

- Used for matters of routine business or those matters where the sense of the group is in agreement (example: Taking a break).
- Informal agreement of the group.
- Method in which action is taken without a formal vote or without a motion.

### **What is a Housekeeping Motion?**

- Used in WSEA92. Motion that does not affect policy. Motion that typically does not deal with money expenditures.
- Motion that does not limit or take away the rights of any member.

### **What happens after a vote is taken?**

- Minority Opinion is heard.
- The Chair asks for minority opinion which is the opportunity to bring new information or insight to the floor regarding the immediate preceding motion.
- Only members who voted in the minority may speak.
- Members who wish to speak line up at the microphone are called in order. Each person may speak for 3 minutes. No one may speak for a second time on a topic until all who wish to have spoken for the first time.

### **What is a motion to reconsider?**

- Motion made by a member in the majority that heard something in the discussion by the minority that has changed their mind.
- Allows a group to reconsider the vote on a motion.
- It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon.
- Its purpose is to prevent hasty or ill-advised action.

### **Proper procedure to reconsider a motion?**

- It can only be made by someone who voted on the prevailing or majority side.
- Requires a second.
- It may be debated.
- Requires only a majority vote.

### **What happens to a motion now that it has been accepted?**

- If the motion has been accepted by a majority vote at one of the WSEA quarterly committee meetings:

The proposed assembly motion would then go to the home groups and districts. • The D.C.M. distributes the proposed assembly motion to the G.S.R.s in their district so that the proposed motion may be discussed at the local home group. If the G.S.R.s see a need for improving the proposed assembly motion; that improvement may be suggested as an amendment at the next WSEA assembly meeting.

- A motion voted on and accepted at WSEA assembly becomes policy for the WSEA. As with any motion it may be later changed or removed by future assembly motions.

## **Recommended G.S.R. reading**

It is recommended that a G.S.R. be familiar with A.A. approved literature. Here are some examples:

1. The A.A. Service Manual/Twelve Concepts for World Service
2. The G.S.R. Pamphlet
3. Area Handbook
- 4.. Understanding Anonymity pamphlet
- 5.. The A.A. Group and Where It All Begins pamphlet
6. A.A. Traditions: How it was developed pamphlet
7. Self-Support: Where Money and Spirituality mix pamphlet
8. Twelve Traditions Illustrated pamphlet
9. Twelve Concepts Illustrated pamphlet
10. Area Newsletter
11. 12 Steps and 12 Traditions
12. The Grapevine magazine
13. Pass It On

## **Often used A.A. Acronyms**

A.A.W.S Alcoholics Anonymous World Service  
C.P.C Cooperation with the Professional Community  
D.C.M. District Committee Member  
G.S.B. General Service Board  
G.S.O General Service Office  
G.S.R. General Service Representative  
Gv.R. Grapevine Representative  
P.I. Public Information  
P.R.A.A.S.A. Pacific Region Alcoholics Anonymous Service Assembly  
W.S.E.A 92 Washington State East Area 92  
W.W.A 72 Western Washington Area 72