

## **GSR Basic Starter Sheet. Welcome to Area Service**

This sheet is intended to help you get started and familiar with the service structure and procedures of Central CT's Service Committee meetings. **This does not release you of your obligation to learn the CCANA Policy and Guidelines. Ask the Policy Chair or the Vice Chair for a Policy if your home group didn't provide you with one.**

This starter sheet is meant to help you understand what is going on while you participate for the first few meetings and hopefully answer most of the basic questions you may have, and allow you to understand and keep pace with the information you may receive.

### **Before the ASC meeting begins**

**GSRs should arrive at least 15 minutes before Area starts to be ready for a prompt 7pm start, the intention is to allow the following to go on without disturbing the spirituality of service.**

- **Literature Order:** Preferably 15 minutes prior to the start of ASC meeting you should place or pick up your group's literature order.
- **Our Treasurer** needs all checks or money orders properly filled out. Please specify Fund Flow amount and/or Literature amount total on money order presented. (Only one money order needed for the combined total)
- **Group Concerns: Bring up in Open Forum**
- **Motion Forms:** Motion forms are located on the Executive Committee head table with the secretary for you to pick-up and fill out.
- **Written Reports:** Sub-committees and Area table member's written reports are located on a table in the ASC meeting room.
- **Schedules & Announcements:** Meeting schedules and announcements are also located on the table in the ACS meeting room. Pick up announcements and check for any mail for your group. Use your judgment on the number of each announcement you to pick up. Many times there are only enough announcements for one of each per group. The agenda and attendance sheet will be going around the room. Be sure to add any items to the agenda that your group has asked you to discuss.  
(All CCANA Area activities and functions should be announced at your home group meeting to best inform other addicts to where support is needed and what commitments are out to the fellowship.)

### **During the ASC Meeting**

**ASC starts promptly at 7:00 PM. All GSRs should be present and ready for business. All trusted servants in attendance are expected to be on time and stay for the entire meeting to fulfill their commitment.**

The ASC meeting follows an agenda and will announce any items on it before resuming the second half of the meeting. The first half of the ASC meeting consists of verbal and written reports from the ASC Executive Committee, Sub-committees and ad-hoc committees.

- **Highlight or make notes during each report** as to what you think your group will find important.
- Also, **make a note of what positions are open** and add them to your announcements to read.  
(GSRs should make these announcements as a priority at their home group meeting)
- **Take notes on what is said during open forum to add to your GSR report.**
- **Take notes on all motions** under new and old business in order to better inform your groups of the motions that will be voted on pay close attention and take notes. Notes will help to answer any questions that may come up during your home group's business meeting.
- At the next ASC, you will need to vote the conscience of your group.

**ORDER OF BUSINESS: 7pm start - all addicts should be in attendance, seated and ready to conduct business** (See CCANA Policy Section Appendix A for defined rules or order.)

- 1) **Open Forum:** In open forum all members may express concerns, positive feedback, suggestions, and issues regarding the area, GSR groups, Sub-committees, Region, or any other NA related concerns.
- 2) **Readings**
- 3) **Roll Call,** for all Trusted Servants, Sub-committees and GSRs. Attendance is also taken by GSRs filling out circulating attendance sheet.

- 4) **Executive Committee reports**, Chair, Vice Chair, RCM, Policy, Secretary, and Treasurer. There is discussion if needed by any servant in the meeting after all reports. (See CCANA Policy Section IV Trusted Servants) **(Secretary and Treasurer's reports need to be voted on and accepted by GSRs Only) (GSRs need to take notes)**
- 5) **Scheduled Break**
- 6) **Open Second Half of Service with Readings**
- 7) **Elections** for Executive Service Committees, and Sub-committee Chairs recommended by Sub-committees. (See CCANA Policy Section IV for all info on service requirements)  
**[(All Positions go out to the fellowship for 30 Days, GSRs are expected to announce these at all their home group meetings)**
- 8) **Old Business** is business opened for discussion or votes in the last meetings “**New Business**” section that needs to be completed during the current Service meeting. Info on last month’s new business should be in your notes as to what that may be. This could be Motions or questions brought to the table for discussion and clarification if group conscience was needed for you to carry it back to the Area Service Committee for votes or discussions.
- 9) **Motions**, these are requests from GSRs, or Sub-committees (only if it pertains to that Sub-committee in particular), for votes on changes, group/addict issues, or a group’s need to have a conscience decision from other groups, to make a decision that affects the addict, other groups or Sub-committees. This could also mean the need for change(s) to policy, procedures, or anything affecting the service structure and its business dealings. **Any motion can be tabled for 30 Days** to allow for the access to group conscience at the groups business meeting (See CCANA Policy Section C. & D. Motion and Voting Guidelines, Handling of motions) also see (CCANA Policy Section Appendix A) for defined rules. **(GSR’s need to document this for their group Business meeting, and requires all GSR’s to vote according to their group conscience, or with their group’s authority given to them, to vote on that groups behalf. Also motions tabled to groups should be announced at every home group meeting to get the needed info about what that home group will vote on at the next business meeting)**
- 10) **Agenda**, these are items added to a sheet being passed around to be discussed. If necessary motions are also made from these items.

**As always please read and refer to CCANA Policy.** Ask questions of any service member if you require more clarity.

### **Voting Guidelines (Per CCANA Policy)**

#### **C. Motions and Voting Guidelines**

1. Group Service Representatives (GSR), their alternate or a temporary representative selected by the group are voting members.
2. Any NA member present may make nominations for trusted servant positions.
3. The only members allowed to make or second a motion are the following:
  - a) GSR or Alternate GSR (only in the GSR’s absence)
  - b) RCM or Alternate RCM (only in the RCM’s absence)
  - c) Sub-committee Chairs or their representative can make motions pertaining only to the sub-committee they serve as a trusted servant.
  - d) The CCASC Treasurer can make motions concerning the treasury functions and all budgets.
4. Unless specified in CCASC policy, a motion requires a simple majority (51% of voting attendees) for it to carry
5. Area Chair may vote or abstain in case of a tie only.
6. In order to set or change policy, more than 1/2 of the member groups in CCANA must be present. A 2/3 majority of those present must vote yes in order to set or change policy.
7. Excessive abstentions are when more than 1/2 the voting members in attendance abstain. In the event of excessive abstentions a second discussion with two (2) pros and two (2) cons will be held, then a second vote will be taken which will stand regardless of the number of abstentions.