



GSR Orientation Guide



Rocky Mountain Region Nar-Anon Family Groups

Welcome New GSRs

Thank you for your willingness to be of service to your Home Group and to Nar-Anon. We know the dedication, time and attention your commitment takes. While Tradition Nine states in part, "Our groups as such, ought never to be organized," it does suggest that an orderly structure and reasonable procedures make it possible for Nar-Anon to carry the message with maximum effectiveness (*NFG Guide to Local Services*). The Rocky Mountain Region was formed in April 2018; Officers and Sub-Committee Chairs were elected in June. In July, we had our first Regional Service Committee (RSC) conference call. The mission of the Rocky Mountain Region Nar-Anon Family Groups is to provide support to the family groups so they can carry the Nar-Anon program of hope to those who still suffer because of a loved one's addiction. Thank you for being willing to play a part in fulfilling that mission.

What is a GSR – What are the duties?

The Group Service Representative (GSR) is a vital link in the continuing function, growth, and unity of worldwide Nar-Anon. GSRs are elected by their groups for a specific term. GSRs should be members with experience and stability in the Nar-Anon program, as well as an understanding of the Twelve Traditions and the Twelve Concepts and how they work. It is suggested that each group have both a GSR and an alternate GSR. Duties of the GSR and alternate GSR include:

- Attends all RSC meetings and assemblies
- Reports to the group on the proceedings of these events.
- Votes their group's conscience at the RSC meetings and assemblies.
- Brings the group's viewpoint on any situation or problem concerning Nar-Anon to the RSC monthly meetings or assemblies in the form of a discussion item, a motion or a vote.
- Completes and submits the GSR registration form to the RSC secretary.
- Becomes familiar with the Nar-Anon Guides for Local and World Services. Both the Guide to Local Services (GLS) and the Guide to World Services (GWS) can be purchased from nar-anon.org, either in hard copy or downloadable format. Bring your service guides to the Assembly and have them available to use during the RSC meetings.

Who Participates at the RSC Meeting and at the Assembly?

GSRs and alternates GSRs	Technology Chair	Narateen Chair
RSC Chair	Outreach Chair	NTPP
RSC Vice-Chair	Hope Line Chair	Digital SEO Chair
RSC Secretary	Property Coordinator	Literature Development Chair
RSC Treasurer	Convention Chair	
Delegate	Day of Sharing Chair	
Alternate Delegate	Concerned and Interested Members	

Joining the RSC Meeting

The monthly RSC meeting is held virtually in the **RMR Clubhouse** (link is on the home page at naranonrm.org). Meeting ID: 856 0158 6741 Password: RMRHope

- The RSC meets 10 times a year from 8:00p – 9:15p Mountain Time on the first Tuesday of each month with the exception of March and August.
- Renaming Protocol: First Name - GSR - Home Group
- The GSR is the voice of the home group. GSRs may add agenda items, ask questions, participate in the discussion, share ideas, and make a motion. You represent your group conscience with your vote. More information on making a motion is provided below.
- Have your Nar-Anon Blue Book, GLS, and GWS available for reference.
- Take notes.

Participating in the Assembly

- RSC Assemblies occur twice a year: Winter Assembly is the 3rd Saturday in February and the Summer Assembly is the 3rd Saturday in July.
- The GSRs, or the alternate in the absence of the GSR, are the only members allowed to vote in the assembly.
- GSRs approve the budget, elect trusted servants, discuss and vote on region policies.
- GSRs receive, discuss, and vote on motions the Rocky Mountain Region may submit to the World Service Conference (WSC)

More information can be found in the NFG Guide to Local Service (GLS).

After the RSC Meeting or the Assembly

- Share the notes you took with your home group during announcements and/or at your group conscience.
- Bring all flyers and reports back to your group for discussion and sharing.
- A TAKE BACK will be emailed to you from the RSC secretary, please share with your group, either with a print out or electronically.
- Make regular announcements to your group about the events and activities in the Rocky Mountain Region and answer questions from group members about events and activities.

Tradition Seven – Fund Flow

GSRs coordinate with the group's treasurer to ensure that funds in excess of group expenses are sent to the Rocky Mountain Region and World Service Organization (WSO) to support their efforts of carrying the message of hope throughout the world.

There are now two ways to send in your groups' donation. You can use PayPal on the Rocky Mountain Region's website naranonrm.org or mail your checks or money orders to:

Rocky Mountain Region Nar-Anon Family Groups
2443 S University Blvd
#260
Denver, CO 80250-2901

There are two ways to donate to WSO. Use the Nar-Anon World Service website or mail your checks or money orders to:

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505

Spiritual Guidance of the RSC

Members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups, the principles of unity and the spiritual nature of our fellowship. All members and officers adhere to Nar-Anon’s Twelve Traditions and Twelve Concepts of Service. We have found the following Traditions and Concepts particularly helpful in our initial establishment of the Rocky Mountain Region:

Tradition 4

Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.

Concept 6

Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

Concept 7

All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

Concept 8

Regular, two-way communications are essential to the fulfillment of all these concepts and the integrity and effectiveness of our services themselves.

Concept 9

All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

Commonly Used Abbreviations

GSR – Group Service Representative	WSO – World Service Office
RSC – Regional Service Committee	WSC – World Service Conference
GLS – Guide to Local Services	GWS – Guide to World Services
RMR- Rocky Mountain Region	NFG – Nar-Anon Family Groups
CAL – Conference Approved Literature	CAR – Conference Agenda Report
NTPP – Narateen Process Person	NTSC – Narateen State Coordinator
DOS – Day of Sharing	CRCNA – Colorado Regional Convention of NA

RSC Contact Information

RSC chair	chair@naranonrm.org	Hope Line Chair	hopechair@naranonrm.org
RSC Vice-Chair	vicechair@naranonrm.org	Hope	hope@naranonrm.org
RSC Treasurer	treasurer@naranonrm.org	Property Coord	property@naranonrm.org
RSC Secretary	secretary@naranonrm.org	Day of Sharing	doschair@naranonrm.org
Delegate	delegate@naranonrm.org	Literature Chair	literature@naranonrm.org
Alternate Delegate	Altdelegate@naranonrm.org	Sponsorship Com	sponsorshipcommittee@naranonrm.org
Alternate Treasurer	Alttreasurer@naranonrm.org	Digital SEO	digitalSEO@naranonrm.org
Technology Chair	Technology@naranonrm.org	House Party Chair	houseparty@naranonrm.org
Narateen Chair	ntchair@naranonrm.org	Cruise Chair	cruise@naranonrm.org
NTPP	ntpp@naranonrm.org		
Convention Chair	convention@naranonrm.org		
Outreach Chair	Outreach@naranonrm.org		

Robert's Rule of Order

Parliamentary procedures are the rules that help us maintain order and ensure fairness in all decision-making processes. Robert's Rules of Order is one man's presentation and discussion of parliamentary procedure that has become the leading authority in most organizations today. The Rocky Mountain RSC uses Robert's Rules of Order to guide discussion of agenda items during conference calls and at the Assemblies.

The basic principles behind Robert's Rules of Order are:

- Someone has to facilitate or direct the discussion and keep order.
- All members of the group have the right to bring up ideas, discuss them, and come to a conclusion.
- Members should come to an agreement about what to do.
- Members should understand that the majority rules, but the rights of the minority are always protected by assuring them the right to speak and to vote.

Terms and Phrases

The language of Robert's Rules of Order is new to most of us. The following are a few terms to help us utilize the procedure.

Roll Call – GSRs names are called to verify their attendance.

Quorum - A quorum consists of 51% of voting members, or business will not be conducted.

Motion – A statement of proposed action or desired opinion presented for consideration and decision.

Carried - Adopted, accepted.

Opposed - Against the adoption of the pending question.

Suspend the Rules – A motion to suspend the rules governing the order of business. A majority vote is required to suspend a standing.

Lay on the Table -To "lay on the table" or "to table" a motion means to temporarily delay action on the motion because of more urgent business.

Postpone To a Certain Time (Or Indefinitely) - A motion used to delay action on a motion to a specific time. A question cannot be postponed beyond the next regular meeting.

Lone Voice (minority opinion) – the opinion that differs from the majority.

Making a Motion

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second. A motion template that may be helpful is appended to this document.

1. A motion should be clear, concise, comprehensive, and have its intent visibly reflected, as members will be voting on the actual wording of the motion, not the maker's intent of its effects.
2. The correct way to state a motion is
 - **I move that...**
 - **I move to...**
3. A motion requires a second from a GSR. There are two ways to state it:
 - **I second the motion**
 - **Second**

Without a second, the motion will not be considered.

A motion is open for discussion once it is moved and seconded. The person who makes the motion has the right to be the first to discuss the motion. Subsequently, everyone who wants to participate takes turn talking. When discussing a motion that you haven't made, a common courtesy before you begin your remarks is to say: **I speak for the motion** or **I speak against the motion**.

It is important to remember Concepts 7 and 9. The lone voice may sway the conscience of the discussion. If you have a different opinion, have a question or concern, can see a tradition or concept that is not being considered PLEASE speak up and share it during the discussion. Discussion continues until the RSC Chair realizes that the membership is ready to vote.

When Debating a Motion

- Presume goodwill.
- Practice Tradition 12 – Place principles above personalities.
- Listen and learn – Listen to understand what others are sharing.
- Keep an Open Mind.
- Remember the principles of Tradition 2 – There is a loving God expressing Himself in the debate, we are trusted servants, no one governs.
- Look for the similarities and remember it is a “we” program.
- More information on motions and Robert’s Rules is provided in an appendix to this document.

Voting

The only voting members of the assembly are GSRs, or in their absence, alternate GSRs or group substitutes. This is consistent with one vote per group. Only recognized GSRs are considered voting members. Recognition is gained by filing a GSR/Alternate GSR Registration Form or an Assembly Registration.

Four Voting Options

Withdrawal | Withdraw when you have a conflict of interest with the vote.

Abstentions | Abstain from a vote when you don't have sufficient information or group conscience. Your group can request that you abstain from a vote because the group itself does not believe it has enough information to vote yes or no.

No | Vote NO because you are not in favor of the vote or because your group chose to vote NO.

Yes | Vote YES because you are in favor of the vote or because your group chose to vote YES.

Types of Votes

By Voice | When no one rises to speak to the motion, the RSC Chair calls for the voice vote. All those in favor say “Aye.” Those opposed say “No.”

The members must feel that any vote taken is a fair vote. If any member doubts the results of a voice vote, the member can call out: **Division** or **I call for a division** or **I doubt the result of the vote**.

By Consensus | The RSC Chair will ask, “Are there any objections?” If no one objects to the vote, then the motion or item is carried by consensus.

By Ballot | Used during elections, nominations, or when secrecy is sought. To take a ballot vote, a member must make a motion to do so. A ballot vote ensures the secrecy of each member's vote. If you do not want others to know how you voted, or if you want an accurate count of the vote, a ballot vote is the way to accomplish your goal. To ask for a ballot vote, a member must rise, address the chair, and move to take the vote by ballot. This motion needs a second, is not debatable, and must pass by a majority vote.

Tie Break | In case of a tie vote on any motion, a body of three (chair, treasurer, and secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tiebreaker privileges do not apply in actions requiring a two-thirds majority.

Confused?

If you don't understand something, ask someone! Chances are you are not alone. We are all learning together. Speak with other GSRs, RSC officers, sub-committees Chairs, members of your home group, 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.

MOTION SUBMISSION FORM

Motion (What is the action being requested?):

Intent (What will this action accomplish?):

Rationale (Why is this desirable?):

Financial Impact (What will this cost or what income will it generate, if any?):

Robert's Rules of Order: *Simplified and Applied*, 2nd edition
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ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege). From diphiweb.unc.edu

