



GSR Survival Guide

Aka GSR Handbook

Aka Supplement To The A.A. (SECRET) Service Manual

July 5, 2024 (Adapted from Area 2 and 39 GSR Survival Guides)

Contents

- A.A. Worldwide 3
- Area 93 Statement of Purpose 1
- Area Assemblies (CCAA)..... 6
- Area Committee Meeting (ACM)..... 6
- Area Quorum 8
- Box 4-5-9 4
- Calling the Question 8
- Committee System 8
- Contributions 5
- Declining to Consider a Floor Action ... 9
- District Meetings 5
- Election Assembly.....7
- Floor Actions 8
- General Rules of Debate and Voting ... 8
- General Service Representative (GSR) ..2
- Glossary of General Service Terms14
- How Area 93 Operates 8
- Making a Report.....7
- Minority Opinion..... 8
- Motions Made During Conference..... 8
- Motion to Recommit 8
- Putting It All Together7
- Reconsideration..... 8
- Sample Format for a GSR Report16
- Sample GSR Report16
- Service Sponsor.....3
- Spirit of Rotation3
- Substantial Unanimity 8
- Tabling a Motion 8
- The General Service Representative ...3
- The General Service Structure.....2
- The Informed Group Conscience..... 4
- The Twelve Concepts (Long Form).....12
- The Twelve Concepts (Short Form).....12
- The Twelve Traditions (Long Form)..... 11
- The Twelve Traditions (Short Form) ... 11
- Voting Procedure:..... 9
- Voting Terms..... 9
- Welcome To Alcoholics Anonymous
 - General Service..... 1
 - When You Wish to be Heard..... 9
 - Your Group..... 4
 - Zoom Meetings 5

New to general service? A new GSR or just curious. Welcome. Join us and enjoy learning this odd structure. Find out how it operates. You can come even if not a GSR and observe (can't vote), attend the Area and your District meetings. When introducing yourself, just state you first name and you are an alcoholic, mention you are member of a group, location and sit back and learn. Ask questions. It will make sense after some time. We recommend reading The A.A. Service Manual and Twelve Concepts for World Service. More will be revealed.

Area 93 Statement of Purpose

Area 93 of Central California of Alcoholics Anonymous is a service body. It protects and respects the autonomy and privilege of dissent of any or all A.A. groups in the Area and of any voting members of the Area Assembly. During its deliberations and discussions, the Assembly will be mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual. It shall strive to be A.A. unity's true voice and group conscience. Service will be the primary purpose of the Assembly. It will encourage all A.A. groups to participate in the business conducted at the Assembly and to support it in its efforts to cooperate with the General Service Office (G.S.O.), A.A. World Services (A.A.W.S), the AA Grapevine Inc. and the A.A. General Service Conference (G.S.C.).

The Assembly is specifically charged with electing a Delegate to the General Service Conference and providing the Delegate with the support to assist in the duties of this office. The Assembly is further charged with electing such other officers as it deems necessary to conduct the business of the Assembly. There are no ruling bodies in Alcoholics Anonymous, only trusted servants. (See Tradition 2.) It should, therefore, be recognized that the suggestions set forth here are guidelines for the Assembly, the Area Officers, Area Committees, and our District Committees Members (DCMs.)

The Area 93 guidelines (area93.org/area-guidelines) are compatible with the Twelve Steps, the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual.

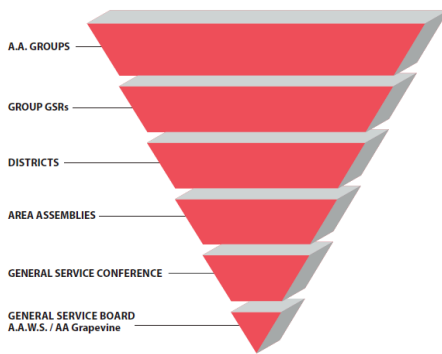
Welcome To Alcoholics Anonymous General Service

As an elected General Service Representative (GSR), you now represent the voice of your A.A. group's conscience at the level of your group's district, at the level of Area 93, and the A.A. General Service Conference (G.S.C.) held annually in New York. Through your elected District Committee Member (DCM) and the Area 93 Delegate, you will become the two-way link between your group and the world of A.A. as a whole. As such, you and fellow GSRs worldwide have become the key to the unity of the fellowship. Your general service work aids in maintaining and strengthening the service structure.

This handbook provides a quick, broad-brush picture of the basics. The information is drawn from many sources: conference-approved literature, the Service Manual, and area-approved procedures. The handbook gives an overview of the various layers of the service structure. It looks at a GSR's qualifications and responsibilities and the GSR's importance to the group.

Lastly, the handbook provides a quick glimpse of what you might encounter at Area 93 and district meetings.

Structure of the Conference U.S. and Canada



A.A. Service Manual



The Concepts Checklist

The A.A. Group ...
Where it all beginsA.A. Tradition,
How it DevelopedSelf-Support:
Where Money &
Spirituality MixCircles of Love
and ServiceInside A.A. Un-
derstanding the
Fellowship and its
Services

GSR Kit

A great deal of literature relates to service. This handbook is intended to supplement those texts, not to replace them. The reading materials may seem dry or dull initially, but their relevance will become apparent with study and discussion. The material will become a part of you and your message as it comes to life. Further resources include, but aren't limited to:

Books:

- The A.A. Service Manual and Twelve Concepts for World Service ([BM-31](#))
- A.A. Comes of Age

Pamphlets and Checklists:

- The Concepts Checklist ([SMF-91](#))
- The A.A. Group ... Where it all begins ([P-16](#))
- A.A. Tradition—How it Developed ([P-17](#))
- Self-Support: Where Money & Spirituality Mix ([F-3](#))
- Circles of Love and Service ([P-45](#))
- Inside A.A. Understanding the Fellowship and its Services ([P-18](#))
- GSR Kit ([GSRLIST](#))

The book A.A. Comes of Age can be obtained from your local Central Office or A.A. The Pamphlets are included in your GSR kit. It will be postal mailed to all newly registered group GSRs. If you have the new GSR, a blue folder with most of the pamphlets will be mailed to you.

General Service Representative (GSR)

As our literature states, the GSR “may be the most important job in A.A.” GSRs carry the voice of their group conscience to their Area Delegate, who in turn relays that to the General Service Conference. The GSR is the primary conduit to relay information between the Groups, District, and Area all the way down to G.S.O. and from G.S.O. on back up to the members of your home group. These materials will provide you with a good overview of the General Service Structure and enough detail to enable you to deal with specifics.

The General Service Structure

The organizational structure of A.A. may seem complicated and bureaucratic at first, but it is in genuine accord with our principle of least possible organization. Over time, it has proven itself as the most balanced way to arrive at the only recognized authority in A.A., the informed group conscience.

The General Service Structure is often shown as an inverted triangle from the highest to the lowest authority level. The structure is organized as follows:

At the top is the fundamental unit of Alcoholics Anonymous, the group, and, in accordance with Tradition Two, the only recognized authority, the group conscience. An informed group conscience must be sought on matters affecting A.A. as a whole. The GSR then communicates the group's conscience to the appropriate service level, be that your District, Area 93, or G.S.O. itself.

Beneath the groups, we find districts. A district is simply a geographical or linguistic division that contains many groups. There are 25 Districts in the Central California Area, known as Area 93. Every group can directly participate at the District level through its GSR.

The GSRs of each district elect a District Committee Member (DCM) The DCM encourages participation by the district's groups and conducts the district meetings. The DCM is another information conduit that helps link the GSRs with the rest of the service structure. Typically, this includes facilitating a recurring District-wide meeting for the local groups to participate in. Some districts meet as frequently as monthly or as infrequently as quarterly, depending on the needs of that particular district. If you are unsure what District you belong to, you can consult the map on the [Area 93](#) website or ask the Area Chair or other officers for clarification. In most cases, District boundaries are determined by the area where you meet.

There are a total of 93 Areas throughout the U.S. and Canada, of which we are part of Area 93.

Each General Service Area, in addition to conducting area business, elects a Delegate to represent us at the annual General Service Conference in New York. In this way, the Delegate can voice the informed group conscience of Area 93. The Delegate serves a two-year term, with all Areas about half elected yearly to provide continuity and rotation. Area 93 is an “odd” panel, meaning Area 93 Delegate begin their term on January 1 of the odd-numbered year.

The level of regions lies beneath the General Service Areas in the structure. The A.A. Service Manual shows that the United States and Can-

ada are divided into eight Regions. Canada comprises two regions (Eastern and Western Canada), and the United States comprises six (Northeast, Southeast, East Central, West Central, Southwest, and Pacific). Area 93 falls within the Pacific Region.

Each region nominates a slate of qualified candidates, from which one Regional Trustee is elected for a four-year term on the General Service Board of Alcoholics Anonymous. The Trustees' terms are staggered and balanced geographically so that two Trustees are elected each year, providing both continuity and a smooth flow of service rotation. Unlike the Area Delegate, a Regional Trustee does not represent any definable section of the country. Rather, the office holder represents the fellowship as a whole.

The body holding the least authority is the General Service Conference. This deliberative body meets each April in New York City to decide the policy of Alcoholics Anonymous in the US and Canada. At this week-long assembly, the voting members include our 93 Area Delegate and the other Areas Delegates, trustees, and directors from the A.A. World Services and AA Grapevine boards. Other voting members are drawn from the G.S.O. and AA Grapevine staff. As the largest voting block, the Area Delegates express the collective conscience of US and Canadian A.A. groups. In this sense, the Conference can feel it is acting for A.A. as a whole, though only to the extent that the GSR keeps the group informed and can gather and communicate the group's conscience.

A.A. Worldwide

Because A.A. is a worldwide organization, many countries have autonomous General Service Offices. The US/Canada General Service Office in New York is by no means the final authority on matters relating to Alcoholics Anonymous. The New York office is available to share experience, strength, and hope with offices in other countries, mainly because it has existed for a long time.

A World Service Meeting is held every two years to maintain and solidify the worldwide communication links within the fellowship. At this gathering, the US and Canada are represented by two delegates, one drawn from Canada and the other from the US. These representatives are generally the trustees-at-large, elected to four-year terms by the General Service Conference.

The General Service Representative

While you may be very familiar with recovery work (making coffee, cleaning up, 12th Step calls, etc.), "General Service" is different. General Service is based solidly upon the Three Legacies:

- **Recovery**, as outlined in the Twelve Steps;
- **Unity**, as outlined in the Twelve Traditions; and
- **Service**, as detailed in The A.A. Service Manual and the Twelve Concepts for World Service.

General Service refers to activities within the Conference structure, activities which are carried on by Area Committees, Delegates, Trustees, and GSO staff.

General Service usually has an effect on the fellowship as a whole.

Those active in general service, though particularly the GSRs are frequently called the Guardians of our Traditions. The Twelve Traditions are to the service structure, and the Twelve Steps are to the recovering alcoholic. The GSR is ever-mindful of the necessity and wisdom of the guidance expressed in the Traditions.

As a trusted servant elected by the members of your groups, both the responsibilities and the rewards of a General Service Representative are far-reaching. As a GSR, you are your group's best connection with the service structure and the General Service Conference. You ensure that your group is well-informed and that the voice of your group's informed group conscience is heard.

The GSR is responsible for linking his or her group to A.A. as a whole. This responsibility necessitates two-way communications with your group, District, and the Area 93 Assembly. Full participation in these dialogues and discussions asks you and your group to be informed.

The qualifications of a GSR are not complex. Active A.A. membership, an interest in the Twelve Traditions and the service structure, and the suggested two to three years of continuous sobriety are a sound start. Beneficial character qualities include patience and understanding and a commitment to placing principles before personalities in all matters relating to the fellowship. Prior service experience is helpful, whether as a group officer, an Intergroup Representative (IGR), or service on a group or district-level committee. A qualified candidate will also have time available to attend district meetings and area assemblies. A final consideration is a candidate's capability and time for other positions to which they may be elected in the future, such as an area-level officer or chairperson.

As suggested in the Service Manual, GSRs are commonly elected to serve a term of two years. This general service commitment must be kept. An active GSR will maintain the group's connection to the fellowship as a whole. An Alternate GSR, typically elected at the same time as the GSR, holds virtually the same responsibilities as the GSR. Should the GSR not meet the position's responsibilities for any length of time or at any given service function, the Alternate can smoothly step forward to serve the home group and the fellowship.

Service Sponsor

As a GSR or Alternate, you may find the wisdom of a **service sponsor** invaluable. Much like a sponsor assists in an individual's recovery, a service sponsor can be tremendously helpful to those active in any service work. Such a person can refer you to appropriate literature, share their own experiences with you, and help you better understand the application of the Twelve Traditions.

Spirit of Rotation

It is equally important to observe the spirit of rotation (Tradition 2.) Having served two-year terms, both the GSR and the Alternate step aside. Rotation gives one the opportunity to move into other service

positions. It allows others the privilege of serving and demonstrates to newcomers that no member should hold a position of trust long enough to feel a proprietary interest in that position.

Your Group

The relationship of the GSRs with their groups is probably the most important and, hopefully, the most fluid and open one. The best way to become effective is to regularly attend the “business meetings” if they have them in your group. This lets you acquaint yourself with the group’s members and their ideas. It gives you some credibility when you make suggestions and reports. If the group structure includes a steering committee, the GSR should be a member of that committee. In groups that function without a steering committee, the business and/or group conscience meetings might be chaired by the GSR. Whatever the group’s structure, the GSR is given regular opportunities to report on service activities and issues relating to A.A. as a whole.

The information you pass on to your group can come from various sources. Some will come from the District level, such as announcements of upcoming workshops or other district-sponsored events, open service work positions at the district level, and approaching newsletter deadlines. You may have information on agenda items for an upcoming Area Assembly and can express to group members the considerations of each one to arrive at an informed group conscience.

A sure source of information will be the Area 93 Assemblies.

- ACM Meetings
- CCAA Meetings
- Pre-conference Meetings
- Election Meeting is on the Sunday and the assembly is on Saturday.

Expecting to remain informed, group members will likely be interested in which motions passed or failed, the standing committees’ health, the district reports’ highlights, and those of the Area 93 Officers.

Following an Election Assembly, your group will surely be interested in the roster of newly elected Area Officers.

After the Pre-Conference Assembly each March, a well-informed group will likely be eager to hear the area’s conscience on the Conference agenda items.

You may also pass along information that has come directly to you from G.S.O., which sends a report on G.S.O. affairs and quarterly contribution statements for the current fiscal year every quarter. These statements may prompt a re-evaluation of the group’s Seventh Tradition split.

Box 4-5-9

As the GSR mail contact of record for your group, you will also receive Box 4-5-9 from G.S.O. Published on a bimonthly basis, it contains many articles of general interest to the entire fellowship and should be read and shared with your home group. You can also sign up to receive an emailed copy of Box 459 via the AA.org website. It can be a

valuable resource for group discussion.

The Informed Group Conscience

The importance of an informed group conscience cannot be stressed enough. An informed group conscience involves as many members of the group as possible; all pertinent information is presented fully and fairly; members are entitled to free expression of the widest range of viewpoints on the issue; group members are allowed enough time to take all the information into consideration before any final decision is made. The group works slowly on sensitive issues, allowing a clear sense of its collective view to emerge. Placing principles before personalities (Step 12), the membership is wary of domineering opinions.

A group’s conscience is the collective conscience of its members and should reflect substantial unanimity on an issue before definitive action is taken. The group’s conscience is heard when a well-informed group reaches substantial unanimity on an issue. In one way or another, most healthy groups seem to have learned that this is the best way to arrive at an informed group conscience. The result is the spiritual expression of the group’s conscience, which rests on more than a “yes” or “no” opinion. An informed group conscience is only reached through the full sharing of information, expressing individual points of view, and practicing A.A. principles. Should any of these elements be absent from the process, the group has arrived at a group opinion or majority vote, not at an informed group conscience.

Decisions affecting your group are best made by the informed group conscience as, again, it is the only recognized authority in Alcoholics Anonymous. GSRs make district-level decisions based on the informed conscience of the groups within the district. Area-level decisions are made based on the conscience of the groups as expressed by the GSRs. Annually, you will hold one or more group conscience meetings on agenda items for the General Service Conference. This will be expressed to the Delegate who carries the Area 93 conscience to the Conference. In this way, the fellowship as a whole—at every level of the service structure—is guided by the conscience of the groups.

You may not personally agree with the group conscience at which your group arrives. However, if you have done your job well and the matter has been thoroughly discussed, you will rightly feel good about the decision and have no problem abiding by it.

As GSR, you can encourage the health of your home group in several ways. One ingredient for a healthy group is having its members involved; all willing members should have a job or position at the group level. Recovery work and general service work can foster a sense of responsibility and strengthen members’ sense of belonging.

Another element found in healthy groups is an awareness of what happens beyond the group level. As GSR, you may want to invite or bring a few members to a district meeting, an Area 93 Assembly, or any service gathering. Encourage their curiosity about the service structure and its various levels and offices. A well-informed and experienced group can only benefit A.A. as a whole by helping to strengthen groups, which often results in better future GSRs.

Contributions

Another area in which the GSR can serve the group is group finances. Our Seventh Tradition holds that every A.A. group ought to be fully self-supporting through its own contributions. The Seventh Tradition is practiced at all service levels of the fellowship through group contributions.

It is suggested that a group retain a prudent reserve, enough money to offset a drop in Seventh Tradition contributions or to cover any extraordinary costs that may be incurred. Under normal circumstances, this amount is genuinely “in reserve,” set aside, and not included in funds available to pay group expenses. Group funds are disbursed to all levels of the general service structure after basic expenses for the group have been met. The group conscience decides the percentages for your Central Office, District, Area 93, and A.A. These expenses include rent, literature, coffee, etc. As a group expense, some groups regularly include supporting the GSR in expenses directly related to the position.

Most groups disburse their contributions monthly, but this matter depends on the group’s conscience. The **“Self-Support: Where Money and Spirituality Mix”** pamphlet shows several options for distributing contributions toward A.A. services. While some expenses may be fixed, contributions to the various services are typically a set percentage of the remaining amount. A group conscience will determine the services the group wishes to support and the percentages for the split. The following list briefly explains the service levels which are supported by Seventh Tradition funds:

Group: All group expenses, including rent, literature, coffee, and, optionally, GSR travel expenses, are paid first.

District: The District expenses include DCM travel funds and may also include expenses incurred by the DCM in executing district duties. Districts may also fund service committees such as CPC, Treatment Facilities, PI, and Grapevine.

Inter District: Some cities with more than one district may support an inter-district body. This organizational level encourages communication between the districts, can strengthen the local committee system, and can bolster service work in all participating districts.

Local Intergroup or Central Office: Intergroup offices are tremendously valuable in carrying the message outside the formal General Service Structure. Fully autonomous and self-supporting, they often provide meeting directories, answering services, and literature sales. The central offices have regular meetings with IGRs from their groups.

Area 93: The primary purpose of Area 93 is to send the Area 93 Delegate to the General Service Conference. Beyond that, the Area funds several service initiatives, workshops, events, and other functions. Through the financial support of the Districts, the Area also maintains the website area93.org.

General Service Office: Provides funds to enable our Trustees and

the General Service Conference to carry the message of Alcoholics Anonymous worldwide. G.S.O. makes it possible for US/Canada groups to guide their fellowship. G.S.O. supports a committee system, maintains records, and disseminates information to the fellowship as a whole via the mail and at forums and mini-forums. G.S.O. distributes a great deal of information and literature to registered groups free of charge. G.S.O. also makes annual Conference Reports and directories available.

Contributions to G.S.O., Area 93, and Districts should reference your group number. The General Service Office assigns this nine-digit number, which the Area Registrar can obtain. Your group might contribute what they can regularly, be that monthly, bimonthly, or quarterly.

Your District Committee Member (DCM) will gladly provide you with the names and addresses of the specific persons to whom your group’s contributions will be sent.

Zoom Meetings

When attending Zoom or online meetings, changing your display name is a solid practice. Change to your first name, last initial, Area, and District, followed by your service position(s); if you do not have a service position, use your room group name. Example, **Bill W. A93D7, <service position or group name>**.

District Meetings

As mentioned previously, a district is usually composed of groups and is represented by a district meeting of GSRs from each of the groups within that district. These meetings are typically held once a month. The format is decided autonomously by the district and might include the following:

- Group reports from the GSRs, (preferably typed.)
- Secretary’s and treasurer’s reports
- Reports from district-level committee chairs
- District report from the DCM
- Discussion of the business of the previous or upcoming Area Assembly or General Service Conference
- Discussion and planning of special events such as workshops or fellowship gatherings which the district may be organizing for the general fellowship
- A presentation on some aspect of service

The group report you give at the district meeting might include some or all of the following ways in which your group is carrying the A.A. message:

- Location and times of meetings
- Type of meeting (open, closed, literature study, special interest, etc.) Meetings’ attendance levels
- Topics and decisions of the group’s most recent business and/or group conscience meeting Functions or workshops your group is organizing
- Problems your group may be facing

District meetings provide GSRs with a forum for sharing information and solutions. It is rare for a group to encounter a completely original

problem, and a district meeting gives an ideal opportunity for tapping into the experiences other groups have had in solving similar difficulties. Your own experiences as a GSR are certain to be helpful to others.

Agenda items that require action at an upcoming Area Assembly might also be discussed at district meetings. Discussion of General Service Conference agenda items is equally beneficial. The end result is that GSRs are better informed on all aspects of the issues. An informed group conscience can be had at the group level.

A district's GSRs elect their District Committee Member (DCM), who conducts district meetings and reports on the district as a voting member of the Area Committee. Each DCM serves a two-year term. When a GSR is elected to serve as DCM, that GSR's home group will need to elect a new GSR. The primary purpose of the DCM is to stimulate as many groups as possible to participate actively in A.A. as a whole through representation and participation.

Area Committee Meeting (ACM)

Attending Area Committee Assemblies will familiarize you with the activities of the Area Officers and DCMs. The DCMs and Officers give reports from the microphone and submit written reports. Translation from and to Spanish is provided.

Pre-CCAA Items are discussed and, by simple majority vote, can become part of the (CCAA) Area Assemblies agenda items for the next Assembly.

You will find opportunities to discuss issues with others who are willing to share experience, information, and objectivity. At the ACM level, the conscience of the voting members is heard and voiced by those in attendance and online.

Four ACM meetings a year on a quarterly bases. Meetings are on the third Sundays in January, April, September and October.

Lunch is often catered and the Area asks for help. Drop a \$10 or whatever you can afford in the hat to make the meal self-supporting.

Area Assemblies (CCAA)

As stated in the Area 93 guidelines, the Central California Area Assembly (CCAA) is specifically charged with electing a Delegate to the General Service Conference and providing the Delegate with the support to assist in the duties of this office.

The Assembly (CCAA) is further charged with electing such other Officers as it deems necessary to conduct the Assembly's business.

Each area acts as a unit at its assemblies. Every year, Area 93 holds four assemblies (CCAA) quarterly on the third Sunday in January, May, August, and November. In election years (even years), the assembly is held on Saturday, and the election is on Sunday in November.

Lunch is often catered, and the Area asks for help. To make the meal self-supporting, drop a \$10 or whatever you can afford in the hat.

In addition to the Assemblies, a one-day Pre-Conference Workshop will be held on the third Sunday of March to facilitate the delegate receiving Area Group Conscience discussions prior to the General Service Conference in April.

By attending Area Assemblies, you will become familiar with things happening in the larger world of A.A. through the reports given by Area Officers. You'll actively participate in the handling of Area 93 affairs. You will find opportunities to discuss issues with others who are willing to share experience, information, and objectivity. At the area level, the conscience of the groups is heard and voiced by those GSRs in attendance. All matters affecting Area 93 finances and those directly impacting the groups are presented, ratified, rejected, or revised at the assemblies.

At your first Assembly meeting, you are encouraged to attend the GSR training held by the Alt. Delegate for English and a past Delegate for Spanish speakers. The Committee Chairs, at the end of the orientation, will present information on each committee. Each GSR is encouraged to join one of the committees and be involved in the discussions to be prepared for the report at the CCAA. Some committees meet online one or more times before the CCAA.

Also at CCAA assemblies, reports are delivered by the chairpersons of each of the standing committees, see Area Roster for listings. Area 93 supports a committee system quite similar to that of G.S.O.

As listed in the Area 93 Guidelines, the standing committees are:

- Archives
- Archivist
- CPC Committee
- Finance Committee
- Grapevine Committee
- Guidelines Committee
- Hispanic Women's Workshop Liaisons
- La Viña Committee
- Literature
- Newsletter Subcommittee
- Audio-Visual Subcommittee
- Public Information
- Accessibility Subcommittee
- Cooperation with the Elder Community
- Registration Committee
- Remote Communities (Ad Hoc Committee)
- Technology Committee
- Sound Tech
- Web Site Subcommittee
- Translation Committee
- Treatment Facilities Committee

Committee chairs and alternates are appointed by the elected Chairperson during committee meetings in the November Assembly on even-numbered years and serve two-year rotations. Qualifications for Committee Chairs, including lengths of sobriety requirements, may be found in the Area 93 Guidelines.

The committee system was established at the area level, in part, to help disseminate information related to the General Service Conference agenda items. Any interested member of the fellowship may serve as a committee member. This way, an area-wide network can be maintained, enabling the fellowship to carry the message consistently and responsibly.

While all A.A. members are encouraged to attend the assemblies, only the GSRs, DCMs, Area Committee Chairpersons, Past Delegates, Central Office Liaisons, and Area Officers can vote. Alternate GSRs, Alternate Committee Chairs, and Alternate DCMs may vote if the GSR, DCM, or Committee Chair is absent. Each voting member is only allowed one vote, and Area 93 Guidelines recommend that no one person hold more than one voting position. At Assemblies, these service positions are encouraged to share a written report of their group, district, or committee activities.

Election Assembly

At the Election Assembly (November, even years), we elect trusted servants who will begin their two-year terms of office on January 1 of the following year. The roster of Area Officers includes a Delegate, an Alternate Delegate, an Area Chairperson, an Area Treasurer, an Area Secretary, and an Area Registrar. The Area Guidelines include a listing of each office's duties.

The election of Area 93 officers is one of the most important things that you will participate in as a GSR. If you have been actively involved, you are likely to have developed some perspective to enable you to make decisions about who, of those standing for a given office, would best serve the area.

The election of Area 93 officers is conducted by secret ballot using the Third Legacy Procedure (see the A.A. Service Manual). Following a roll call of voting members, the election process begins. As described in The A.A. Service Manual, the names of willing, eligible candidates are posted on a whiteboard.

The first ballot is conducted and tallied on the board as the votes are counted. The first candidate to receive two-thirds of the total vote is elected.

A second ballot is conducted if no candidate receives two-thirds of the votes cast. If, again, no candidate receives the necessary two-thirds vote, any candidate with less than one-fifth of the total vote is withdrawn, except the two top candidates. If there is a tie for second place, all tied candidates remain on the ballot.

A third ballot is conducted and tallied. If no candidate receives a two-thirds majority, those with less than one-third are withdrawn, except for the top two candidates. Again, all those in a tie for second place remain on the ballot.

A fourth ballot is conducted. If no candidate receives a two-thirds majority, the Chairperson will entertain a motion for a fifth ballot. With a second and a majority of hands in favor, a fifth ballot is conducted.

If no candidate is elected with a two-thirds majority on the fifth ballot, or if the motion for a fifth ballot is defeated, balloting is over, and we immediately go "to the hat" to choose the winner by lot. If the second-place tie has been broken, the candidate with the fewest votes is dropped. The top candidate and any candidates still tied for second remain. Their names go into the hat, and the candidate whose name is drawn becomes the office holder.

Putting It All Together

As you continue to participate at the group, district, and area levels, you will find the position of GSR increasingly rewarding. At first, it may seem boring or overly complicated. Remembering that you are a newcomer to this side of A.A. may make it easier. Each person involved was once a newcomer to General Service as well. Ask questions and seek out resources. As you become increasingly familiar with your responsibilities as a GSR, the processes will come to make sense, and the Twelve Traditions and Twelve Concepts will take on a new meaning and vitality.

Your DCM should add you to the email distribution list for information on upcoming CCAA and ACM meetings and other events. If you are not receiving emails, contact your DCM. The list of DCMs is on the Area Roster.

Before arriving at CCAA and ACM meetings, review the emailed agenda and notice the start times. When you arrive, the first item is to go to the Registration table and sign in on the attendance sheet.

If you are a first-time GSR at CCAA, note the GSR Orientation on the agenda, in English and Spanish. Near the end of the orientation, the committee chairs and sub-chairs will share information about the committees with you. New GSRs are encouraged to join a Committee.

Service work takes every bit as much time and energy as learning and working the Steps and is probably more difficult to explain and share with other members. It is easy, at times, to become discouraged. Your diligent efforts will pay off as you better communicate the issues in the spirit of the Twelve Traditions. Your own rising enthusiasm will be contagious, and the members of your home group will likely express genuine interest in the information you report to them and the guidance you can offer the group.

As noted by Bill W. in The A.A. Service Manual, "Good service leaders... are at all levels indispensable for our future functioning and safety." You have been given great responsibility as a GSR. To meet this responsibility, you must become as knowledgeable as possible. A willingness to learn and keep an open mind will reveal the great benefits of general service.

Making a Report

It's important to get your group used to hearing your GSR report. It is suggested that your report be given weekly or monthly and be brief. It is best given in your business meeting if your group has one.

Break down the information you get from your monthly District meet-

ing and quarterly Area Assemblies into short bullet points. Think about your group and what might interest them, and report those items to them. Have a written report. See the example at the end of this document.

Use your [Box 459 newsletter](#), [District 7](#) or [Area 93 website](#) for interesting things. Use the page “What new” at AAWS (<https://www.aa.org/news-and-announcements>). Often there will be things of interest to your group on these sites.

If items require an informed group conscience, it’s suggested that you hold a separate business meeting to discuss them and vote. It is best to plan for and announce this business meeting and the topics to be discussed at least 2–3 weeks ahead of time so members can think about them and plan to attend. This also applies to the conference agenda item presentations. A business meeting may be the perfect place to talk about those items.

How Area 93 Operates

Generally speaking, Area 93 follows a simple version of Robert’s Rules of Order and proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Area to conduct its business; rules exist to allow the Area to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience. Over the years, the Area has adopted some exceptions to Robert’s Rules, which help it proceed more closely with the spirit of A.A. Traditions.

Area Quorum

A quorum—two-thirds of all registered members in attendance—is required at the meeting to conduct area business.

Committee System

To the extent possible, important matters to come before the Area will be handled via the “Committee system.” This assures that many questions can be dealt with during Area Assemblies. Members are encouraged to trust the process. Each Committee has carefully considered the items before it and presents its recommendations to the Area for acceptance or rejection. Recommendations of Area committees are automatically motions that have been made and seconded. Members are asked to refrain from spontaneously amending the work of the Committee; there are no “friendly” amendments under Robert’s Rules.

Substantial Unanimity

All matters of policy require substantial unanimity, that is, a two-thirds majority. Any actions, including amendments, that affect the motions that might result in such an action also require a two-thirds majority. Because the number of members present in the Area meeting varies from time to time, the phrase “two-thirds majority” means two-thirds of the vote of the Area members voting, as long as the total vote constitutes an Assembly quorum.

Minority Opinion

After each vote on a matter of policy, the side that did not prevail will always be allowed to speak to their position. If the motion passes with a two-thirds vote, the minority may speak. The majority may speak if the motion receives a majority vote but fails to pass due to a lack of a two-thirds vote.

Remember that saving “minority opinions” for after the vote, when there is no rebuttal, is a time-waster. It can force the Area body to reconsider a question that might have been decided the first time if it had been thoroughly examined by all sides.

General Rules of Debate and Voting

- People who wish to speak line up at the microphones and address their comments to the chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to express his or her opinion. However, if someone else already states your perspective, going to the microphone and repeating it is unnecessary.
- Our experience is that premature actions such as amending motions early in the discussion or hastily calling the question can divert attention from the subject at hand, confusing and/or delaying Area business.

Motions Made During Conference

When making a motion, come to the microphone and address the chair. There are various types of motions to help reach an informed group conscience.

Tabling a Motion

Tabling a motion postpones discussion to a later date such as the next Assembly.

Motion to Recommit

The motion to recommit returns a motion or proposal to the respective committee or appropriate entity for further consideration. A motion to recommit must be seconded, is debatable, and can be amended.

Calling the Question

Calling the question halts the debate while Area members decide whether to proceed directly to a vote (the question) or continue with the debate.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, a full debate on the pros and cons will resume.

Floor Actions

An action can come from the floor, but any matter that falls within the scope of an Area committee should first go through that Area com-

mittee so that the topic may receive due consideration. Floor actions may be introduced at any time during the Area Assembly except at the Sharing Sessions. Any floor action regarding a piece of committee business that has not yet been concluded will be considered out of order. When a floor action is to be heard, its maker will be given two (2) minutes to state the rationale behind the action, after which the chair shall ask if there is a motion that the Area decline to consider the floor action.

Declining to Consider a Floor Action

A motion to decline to consider a floor action is made with comment.

Voting Terms

- **Simple Majority** is 50% plus one.
- **Significant Majority** is a 2/3 vote. Example 100 eligible voters, a 67 Yay votes are required.
- **Seconding** is where one voting member when hearing the motion can state, "I second the motion." If no one seconds the motion, it fails.
- **Discussion** is an open microphone exchange of the motion both pro and con.
- **When the GSR votes**, the group's voice is heard. The GSR votes on the trusted servants to lead the district and the area, and the delegate represents the area at the annual General Service Conference meeting. .

Note: Often a District **No** vote can be as simple as I am unable to attend, if the motion has a date conflict.

When You Wish to be Heard

Please go to the floor microphone and wait in line until the Chair recognizes you.

If you're participating online, please raise your hand and wait to be called on. If you cannot raise your hand, please send a private message to one of the online meeting hosts.

Please speak clearly and slowly. There are interrupters to translate between English and Spanish.

Do not repeat what others have said before you just to be heard. This will save a great deal of time!!

Be concise and to the point. Keep your sharing with the microphone for 2 minutes or less. A translation from Spanish to English can take up to 4 minutes.

Voting Procedure:

From the approved Area 93 [Guidelines](#)

3. A motion can be made by anyone recognized by the chairperson;
4. All motions must be seconded for further action;
5. The chairperson has the discretion to entertain the motion, refer it to an appropriate committee for study, or defer it to the following assembly;
6. Following the seconding of a motion, a discussion is held where members of the assembly, when recognized by the chairperson, may address the motion, propose amendments or move to refer it, table it, or call the question;
 - i. A motion to amend requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails; discussion then continues either of the original motion or the amended motion;
 - ii. A motion to refer is a motion to suspend discussion and consideration of a motion until the next assembly and to send it to a named committee for the committee's study and recommendation; it requires a two-thirds majority. If the motion to refer fails, the discussion continues;
 - iii. A motion to table is a motion to suspend discussion and consideration of a motion until the next assembly; requires a two-thirds majority. If the motion to table fails, the discussion continues;
 - iv. A motion to call the question ends the discussion so a vote can be taken on the current motion. It requires a two-thirds majority and cannot be debated. If the motion to call the question fails, the discussion continues.
7. Unless tabled or referred to a committee, following the discussion, the chairperson calls for a vote on the motion.
 - i. Voting Procedure:
 - A. The motion is restated by the chairperson;
 - B. The chairperson has the discretion to conduct a voice vote, a vote by show of hands, or a written ballot;
 - C. For a motion to carry, a two-thirds majority vote is required;
 - D. When a motion passes or fails, members of the defeated side may speak to their opposition but may not move to reconsider the vote. Subsequently, the chairperson asks if anyone on the prevailing side wishes to reconsider the original motion or propose a new motion. A motion to reconsider a vote may be seconded by anyone. Only a "simple majority" is required.
 - E. If the majority votes to reconsider, a full discussion of the pros and cons is resumed (Assembly members are urged to limit the discussion to NEW considerations of the question under discussion). No action may be reconsidered twice.

1. The chairperson may announce changes to the agenda and ask for a simple majority approval;
2. At any time, the chairperson may call for the sense of the assembly to facilitate the proceedings.
 - i. The chairperson entertains motions:

Motion Table

MOTION		Requires a "Second"?	Is Debatable?	Vote Required for Approval	Minority Voice Heard?
Committee Recommendation	Presented in the committee report.	Automatically seconded	YES	Two-thirds	YES
Amending a Motion	A motion on the floor is now owned by the entire Area body, not by the Committee that recommended it. The committee is not asked to vote on the motion to amend; any motion to amend a main motion depends on the approval of the Area.	YES	YES	Two-thirds	YES
Tabling a Motion	Made without comment.	YES	NO	Simple Majority	NO
Moving to Recommit	Made without comment.	YES	YES	Two-thirds	NO
Calling the Question	Made without comment.	YES	NO	Two-thirds	NO
Reconsidering a Vote	It may only be made by a member who voted with the prevailing side. No action may be reconsidered twice.	YES May be seconded by either side:	NO	Simple Majority	NO
Making a Floor Action	Made without comment. Introduced at any time during the Area except during the Sharing Sessions. It is submitted in writing by the maker to the Conference secretary.	YES	YES	Two-thirds	YES
Declining to Consider a Floor Action	Made without comment. It may be made after the maker of a floor action is provided time to state the rationale for it.	YES	NO	Two-thirds	NO

The Twelve Traditions (Short Form)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions (Long Form)

1. Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience.
3. Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.
4. With respect to its own affairs, each A.A. group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighboring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect A.A. as a whole without conferring with the trustees of the General Service Board. On such issues our common welfare is paramount.
5. 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.
6. Problems of money, property, and authority may easily divert us from our primary spiritual aim. We think, therefore, that any considerable property of genuine use to A.A. should be separately incorporated and managed, thus dividing the material from the spiritual. An A.A. group, as such, should never go into business. Secondary aids to A.A., such as clubs or hospitals, which require much property or administration, ought to be incorporated and so set apart that, if necessary, they can be freely discarded by the groups. Hence such facilities ought not to use the A.A. name. Their management should be the sole responsibility of those people who financially support them. For clubs, A.A. managers are usually preferred. But hospitals, as well as other places of recuperation, ought to be well outside A.A. — and medically supervised. While an A.A. group may cooperate with anyone, such cooperation ought never to go so far as affiliation or endorsement, actual or implied. An A.A. group can bind itself to no one.
7. The A.A. groups themselves ought to be fully supported by the voluntary contributions of their own members. We think that each group should soon achieve this ideal; that any public solicitation of funds using the name of Alcoholics Anonymous is highly dangerous, whether by groups, clubs, hospitals, or other outside agencies; that acceptance of large gifts from any source, or of contributions carrying any obligation whatever, is unwise. Then, too, we view with much concern those A.A. treasuries, which continue, beyond prudent reserves, to accumulate funds for no stated A.A. purpose. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.
8. Alcoholics Anonymous should remain forever nonprofessional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage nonalcoholics. Such special services may be well recompensed. But our usual A.A. Twelfth Step work is never to be paid for.
9. Each A.A. group needs the least possible organization. Rotating leadership is the best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan area their central or intergroup committee, which often employs a full-time secretary. The trustees of the General Service Board are, in effect, our A.A. General Service Committee. They are the custodians of our A.A. Tradition and the receivers of voluntary A.A. contributions by which we maintain our A.A. General Service Office at New York. They are authorized by the groups to handle our overall public relations and they guarantee the integrity of our principal newspaper, AA Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in A.A. are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.
10. No A.A. group or member should ever, in such a way as to implicate A.A., express any opinion on outside controversial issues — particularly those of politics, alcohol reform, or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters they can express no views whatever.
11. Our relations with the general public should be characterized by personal anonymity. We think A.A. ought to avoid sensational advertising. Our names and pictures as A.A. members ought not to be broadcast, filmed, or publicly printed. Our public relations should

be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us.

12. And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; that we shall forever live in thankful contemplation of Him who presides over us all.

The Twelve Concepts (Short Form)

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
- III. To insure effective leadership, we should endow each element of A.A. — the Conference, the General Service Board and its service corporations, staffs, committees, and executives — with a traditional “Right of Decision.”
- IV. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
- VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
- VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
- VIII. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
- XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by

discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

The Twelve Concepts (Long Form)

- I. The final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. When, in 1955, the A.A. groups confirmed the permanent charter for their General Service Conference, they thereby delegated to the Conference complete authority for the active maintenance of our world services and thereby made the Conference — excepting for any change in the Twelve Traditions or in Article 12 of the Conference Charter — the actual voice and the effective conscience for our whole Society.
- III. As a traditional means of creating and maintaining a clearly defined working relation between the groups, the Conference, the A.A. General Service Board and its several service corporations, staffs, committees and executives, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of world service with a traditional “Right of Decision.”
- IV. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our world service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
- VI. On behalf of A.A. as a whole, our General Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the General Service Board of Alcoholics Anonymous.
- VII. The Conference recognizes that the Charter and the Bylaws of the General Service Board are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Alcoholics Anonymous. It is further understood that the Conference Charter itself is not a legal document: that it relies instead upon the force of tradition and the power of the A.A. purpose for its final effectiveness.
- VIII. The Trustees of the General Service Board act in two primary capacities: (a) With respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of full stock ownership and of custodial oversight which they exercise through their ability to elect all directors of these entities.

- 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 A.A. must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.
- X. Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
- XI. While the Trustees hold final responsibility for A.A.'s world service administration, they should always have the assistance of the best possible standing committees, corporate service directors, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs, and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.
- XII. General Warranties of the Conference: in all its proceedings, the General Service Conference shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that, though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

Glossary of General Service Terms

The following terms are from the The A.A. Service Manual/Twelve Concepts for World Service (Service Manual), pages 86–87. Used by permission, available in print and PDF formats.

Reprinted from The A.A. Service Manual/Twelve Concepts for World Service, with permission of Alcoholics Anonymous World Services, Inc.

A.A.W.S. — Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.

About A.A. — About A.A. is the newsletter from the General Service Office of the U.S. and Canada for professionals of all types who deal with alcoholics, including professionals in the fields of healthcare, law, corrections and clergy.

Additional committee consideration (or, simply, committee consideration) — An item that was discussed by a Conference committee, but with no action taken or recommendation made to the Conference as a whole. Serves as a suggestion to the corresponding trustees' committee. Ad hoc committee — A committee established on a temporary or short-term basis to accomplish specific tasks not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide to its initiating body; when its task is completed, the committee is dismissed.

Advisory Action — Represents the informed group conscience of the Fellowship, as the result of a recommendation made by a Conference committee or a floor action that has been approved by the Conference body as a whole.

Agenda item — The final agenda for any Conference consists of items suggested by individual A.A. members, groups, delegates, trustees, area assemblies, area committee members, and directors/staff members of A.A.W.S. and the Grapevine. Whatever its origin, any agenda item follows the same path to the Conference agenda: the A.A. staff studies it in the light of previous Conference actions, then passes it on to the trustees' Conference Committee or the appropriate Conference committee to determine when, where and whether it will appear on the Conference agenda.

Alternate — A service worker who, at group, district, or area level, assists, supports and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Appointed committee member (ACM) — An A.A. member who serves on a specific trustees' committee (for example, Public Information or Corrections) because of his or her knowledge and experience in the field.

Area — The U.S. and Canada are divided into 93 geographic areas.

Conference delegates come from each area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three or more areas in a state or province. Some areas include portions of more than one state or province.

Area assembly — A meeting of GSRs and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

Area committee — A committee made up of district committee members (elected by the GSRs in each district) and area committee officers. The area committee generally serves as a steering committee for the area.

Box 4-5-9 — The quarterly newsletter from the U.S./Canada General Service Office. This newsletter includes information about A.A. service, literature, events, sharing from groups, service committees and individual members.

Class A trustee — A nonalcoholic trustee of the General Service Board.

Class B trustee — An alcoholic trustee of the General Service Board.

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 spring in New York.

Concepts — The twelve principles of service that have emerged from A.A.'s service accomplishments and mistakes since its beginning, as set forth by Bill W. in The A.A. Service Manual/Twelve Concepts for World Service.

Conference-approved literature, videos and films — Pamphlets, books, videos and films produced under the auspices of various Conference and trustees' committees that the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and that have been approved by the Conference.

C.P.C. — Cooperation with the Professional Community. C.P.C. Committees at the district, area, trustee and Conference level help carry the message to professionals who work with problem drinkers.

Delegate — The A.A. member elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.

Director — A person who serves on the corporate board of directors of either A.A.W.S. or Grapevine. Nontrustee directors are A.A. members selected for business or professional experience that relates to the activities of the corporation. The directorate of both corporate boards also includes trustees and A.A. staff.

District — A division within an area, represented by committee

member(s).

DCM — District committee member. An experienced GSR elected by other GSRs to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District meetings — Meetings of the DCMs and GSRs of groups in a district. General services — Movement-wide services, performed by anyone in the general service structure (GSR, DCM, delegate, etc.).

General Service Board (G.S.B.) — A board composed of fourteen A.A. trustees and seven nonalcoholic trustees that serves to safeguard A.A.'s Traditions and funds. The board has the responsibility of overseeing the General Service Office (G.S.O.), A.A. World Services, Inc., and the AA Grapevine, Inc.

General Service Conference — A conference linking the A.A. groups to the General Service Office and the General Service Board. It serves as the group conscience for A.A. as a whole. Although the Conference only meets for six days a year, the Conference members are active in Conference affairs throughout the year. Conference members are elected as representatives from each of 93 area assemblies. The assemblies themselves are elected by General Service Representatives (GSRs) from all A.A. groups.

General Service Office (G.S.O.) — The General Service Office — which provides services to groups in the U.S. and Canada and publishes A.A. literature.

GSR — General service representative. The link to A.A. as a whole and group contact with the General Service Office; voting member of the area assembly.

Grapevine (GV) — The international journal of Alcoholics Anonymous is available online and in print. AA Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.

GVR — Grapevine representative: the group or district contact with the Grapevine office.

La Viña — Bimonthly Spanish-language magazine published by AA Grapevine.

Loners-Internationalists Meeting (LIM) — A confidential bimonthly bulletin sent to Loners, Homers, Internationalists, Port Contacts and Loner Sponsors.

Nontrustee director — An A.A. member who serves as a director on one of the corporate boards (A.A.W.S., Inc. or AA Grapevine, Inc.) who is not a trustee. They also serve as members of most standing committees of the General Service Board. Each corporate board has three nontrustee directors.

Panel — Refers to a group of delegates elected to begin serving at the

General Service Conference in a particular year. Each panel is numbered for the Conference at which the area's delegate will first serve. The two-year cycle frequently applies to area committee officers and committee members, as well.

Public information (P.I.) — Committees at the district, area, trustee and Conference level help carry the message by working with the media.

Region — A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada.

Regional Forum — Weekend sharing and informational sessions held in each region every two years that improve communication at all levels of the Fellowship.

RLV — La Viña representative; the group or district contact with the Grapevine office. Rotation — The spiritual principle of sharing the responsibility for A.A. through changing leadership.

Service Manual — Full title: The A.A. Service Manual/Twelve Concepts for World Service. The manual explaining the general service structure and its year-round importance; includes the Conference Charter, General Service Board Bylaws and Twelve Concepts.

Sharing session — A group, district, area or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken. Third Legacy Procedure — Method by which delegates to the General Service Conference as well as area officers are typically elected by their area's assemblies.

Three Legacies — Recovery, Unity and Service. As noted by Bill W., the Fellowship's chief inheritances from the first 20 years of Alcoholics Anonymous.

Trustee — A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

Trustee-at-large — Two alcoholics (one from Canada and one from the U.S.) serve as trustees-at-large of the G.S.B. and represent the U.S. and Canada at the World Service Meetings and the Zonal Meeting of the Americas (REDELA)

Sample GSR Report

GSRs are asked to regularly make reports to their groups to keep them informed about what's going on in A.A. as a whole. In some instances, the GSR may be asked to get the group's feedback on certain topics. A group may have a customary format or time for when a GSR may give a report. Some groups ask the GSR to give a report during announcements in the regular A.A. meeting.

Some prefer the report to be given during business meetings. Some welcome both. Most groups prefer the reports to be shorter rather than longer. A group may also decline to hear reports from a GSR at all. -- **A.A Service Manual pg. 10.**

Sample Format for a GSR Report

My name is _____, I am your General Service Representative (GSR) for this Group. This is my monthly/weekly report on the actions and activities within the General Service structure, which includes the General Service Office in New York, the Pacific Region, the Central California Area Assembly (area 93) and our local District.

Everyone is invited to attend any District or Area 93 Assembly meeting. GSR's vote and members can listen.

The next Area Assembly will be held at _____ on Sunday, _____

Some of the items discussed at the District/Assembly were:

1. _____
2. _____
3. _____
4. _____
5. _____

We need to take a Group conscience on _____

You may be interested in the following coming events associated with General Service:

Event	Location	Date
1. _____	_____	_____
2. _____	_____	_____

The following actions have been taken at the District / Area level:

1. _____
2. _____

You are encouraged to become involved with one of the many service committees and projects sponsored through the General Service structure. Please see me after the meeting if you need information or if you have any questions regarding my report.

Thank you for allowing me to be of service to this group.

Additional Notes:

1. _____
2. _____
3. _____