

GSR Handbook

# **ALASKA AREA 02 GSR HANDBOOK**

aka

**GSR SURVIVAL  
GUIDE**

aka

**NOT  
THE (SO) SECRET  
HANDBOOK**

**Revised, July 2014**

### ***THE GSR PREAMBLE***

*We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A.*

*We realize the ultimate authority in A.A. is a loving God as He may express Himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship.*

*Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.*

### **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 02 and to the A.A. General Service Conference held in New York each April/May. Through your elected District Committee Member (DCM) and the Area 02 Delegate, you will become the two-way link between your home 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's purpose is to provide you with a quick, broad-brush picture of the basics. The information is drawn from many sources: Conference-approved literature, "Alaska Area 02 Structure and Procedures Guidelines" or "Area 02 Guidelines" and the experiences of many who have gone before. The handbook gives an overview of the various layers of the service structure. It looks at the qualifications and the responsibilities of a GSR and the GSR's importance to the group. Lastly, the handbook lends a quick peek at the things you might encounter at district meetings and at those of Area 02.

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

The A.A. Service Manual and Twelve Concepts for World Service

A.A. Comes of Age

"Alaska Area 02 Committee Structures and Procedures Guidelines"

Pamphlets:

"The A.A. Group"

"A.A. Tradition - How it Developed"

"Self-Support: Where Money and Spirituality Mix"

"Circles of Love and Service"

"Inside A.A."

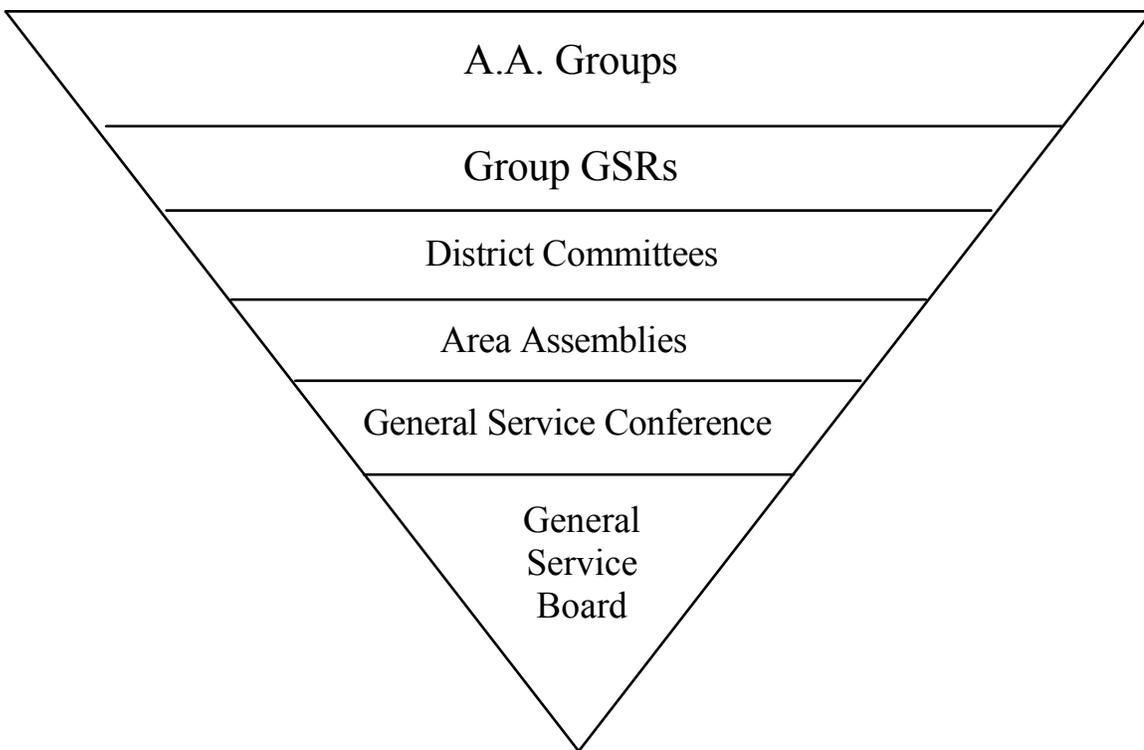
"The GSR May Be the Most Important Job in A.A."

These materials will provide you with a good overview of the General Service Structure, as well as enough detail to enable you to deal in specifics.

### **THE GENERAL SERVICE STRUCTURE**

The organizational structure of A.A. may seem complicated and bureaucratic at first, but it is in genuine accordance 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.

From the level of highest authority to the level of least authority, the General Service Structure is often shown as an inverted triangle. 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. On matters affecting A.A. as a whole, an informed group conscience must be sought. The GSR then communicates the conscience of the group to the appropriate service level, be that the district, the area or GSO itself.

Beneath the groups, we find districts. A district is simply a geographical unit which contains the "right" number of groups, typically six to twenty. Every group has the opportunity to 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, helping to link the GSRs with the rest of the service structure.

Below the districts, we find General Service Areas. Most of these areas follow broad geographical divisions of a state or province; the entire state of Alaska is Area 02, composed of 10 (9 of which are active) districts. Throughout the United States and Canada there is a total of 93 areas.

Each General Service Area, in addition to conducting area business, elects a Delegate to represent it at the annual General Service Conference in New York. In this way, the Area Delegate can voice the informed group conscience of his or her area. Each Area Delegate serves a two-year term, with about half of them elected each year to provide both continuity and rotation. Area 02 is an "even" panel, meaning Area 02 Delegates begin their term on January first of even numbered years.

The level of regions lies beneath the General Service Areas in the structure. As shown in The A.A. Service Manual, the United States and Canada are divided into eight Regions. Canada is composed of two regions (Eastern and Western Canada) and the United States composed of six (Northeast, Southeast, East Central, West Central, Southwest and Pacific). Area 02 falls within the Pacific Region, one which covers nine western states.

Each region nominates a slate of qualified candidates from which one Regional Trustee is elected to 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 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/May 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 the 93 Area Delegates, trustees, and directors from the A.A. World Services and Grapevine boards. Other voting members are drawn from the GSO and Grapevine staffs. As the largest voting bloc, 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 conscience.*

## **A.A. WORLDWIDE**

Because A.A. is a worldwide organization, there are autonomous General Service Offices in many countries (**60 as of August 2010**). 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 been in existence for much longer.

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 service work (making coffee, cleaning up, 12th Step calls, etc.), "general service" is work of a different sort. 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 as 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 home group, both the responsibilities and the rewards of a General Service Representative are far-reaching. As GSR, you are your home 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 has the responsibility of linking his or her home group to A.A. as a whole. This responsibility necessitates clear, two-way communications with your group, with your district and with the Area 02 Committee. Full participation in these dialogues and discussions require that you be informed and that your group is equally informed.

The qualifications of a GSR are not complex. Active group 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 as well as 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, 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 office.

As suggested in the Service Manual, GSRs are commonly elected to serve a term of two years. It is important that this general service commitment be kept. An active GSR will maintain the home 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 be unable to meet the responsibilities of the position 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.

As GSR or Alternate, you may find the wisdom of a service sponsor invaluable. Much in the way that 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 gain a better understanding of the application of the Twelve Traditions.

It is equally important to observe the spirit of rotation. Having served two year terms, both the GSR and the Alternate step aside. Rotation gives one the opportunity to move into other service positions. Rotation 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 HOME GROUP**

The relationship of the GSRs with their home 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 meetings of your home group. This provides the opportunity to 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 which 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 opportunity to report on service activities and issues relating to A.A. as a whole.

The information you pass on to your home group can come from a variety of 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, approaching newsletter deadlines. You may have information on agenda items

of an upcoming Area Assembly and can express to group members the considerations of each one in order to arrive at an informed group conscience.

A sure source of information will be the Area 02 Assemblies. Expecting to remain informed, group members are likely to be interested in which motions passed or failed, the health of the standing committees, the highlights of the district reports and those of the Area 02 officers. Following an Election Assembly, your group is sure to be interested in the roster of newly-elected Area 02 officers. After the Pre-Conference Assembly, a well-informed group will likely be eager to hear the area's conscience on the Conference agenda items.

You may also be passing along information which has come directly to you from GSO. On a quarterly basis, GSO sends out a report on GSO affairs. They also send out, on a quarterly basis, contribution statements for the current fiscal year. These statements may prompt a re-evaluation of the group's Seventh Tradition split.

As the mail contact of record for your group, you will also receive "Box 4-5-9" from GSO. 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. Individual members may subscribe at a cost of \$3.50 per year. Group subscriptions are \$6.00 per year, for which the group receives ten copies of each issue. "Box 4-5-9" can be a valuable resource for discussion and often just a simple exposure to it will kindle interest in a group subscription.

### **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 simply, 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. On sensitive issues, the group works slowly, allowing a clear sense of its collective view to emerge. Placing principles before personalities, 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 conscience, and it rests on more than a "yes" or "no" opinion. An informed group conscience is only reached through the full sharing of information, the expression of individual points of view and the practice of 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 home 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 upon the informed conscience of the groups within the district. Area-level decisions are made based upon 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. In turn, this will be expressed to the Delegate who carries the Area 02 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 your group arrives at. 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 in abiding by it.

As GSR, there are a number of ways you can encourage the health of your home group. One ingredient for a healthy group is having its members involved, and all willing members should have a job or position at the group

level. Service 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 02 Assembly, or any sort of service gathering. Encourage their curiosity about the service structure and its various levels and offices. Having a well-informed and experienced group can only benefit A.A. as a whole by helping to strengthen groups, and often results in generating better future GSRs.

A useful tool in maintaining group health is a group inventory. Just as a personal inventory helps each of us maintain a healthy sobriety by revealing our strengths and weaknesses, an annual group inventory can reveal areas that may need some focused group attention. The pamphlet "The A.A. Group" provides a starting format for such an inventory.

## CONTRIBUTIONS

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

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 for the paying of group expenses. Group funds are disbursed after basic expenses for the group have been met. These group 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 on a monthly basis, but this matter is dependent on the conscience of the group. The pamphlet "Self-Support: Where Money and Spirituality Mix" shows several options for distribution of 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, as well as the percentages to be used in the split. The following list briefly explains the service levels which are supported by Seventh Tradition funds:

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

**District:** District expenses include DCM travel funds and may include as well expenses incurred by the DCM in execution of district duties. Districts may also allocate funds for service committees such as CPC, Treatment Facilities, PI and Grapevine.

**Interdistrict:** Some cities with more than one district may support an interdistrict 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:** While outside the formal General Service Structure, intergroup offices tend to be tremendously valuable in carrying the message. Fully autonomous and self-supporting, they often provide meeting directories, answering services, sales of literature.

**Area 02:** Supports the area-level committee system, aids in carrying the message statewide. Due to the size of Area 02 and the often limited means of travel, much of the budget is expended in travel for area officers to the Area Assemblies.

**General Service Office:** Provides funds to enable our Trustees and the General Service Conference to carry the message of Alcoholics Anonymous worldwide. GSO makes it possible for

US/Canada groups to guide their fellowship. GSO supports a committee system, maintains records, and disseminates information to the fellowship as a whole via the mail and at forums and mini-forums. Free of charge, GSO distributes a great deal of information and literature to registered groups. GSO also makes available annual Conference Reports and directories. The **2013** accounting showed that GSO spent an average of **\$146.96** per registered group in the US and Canada. Contributions during the same year averaged just **\$106.75** per group.

Contributions to GSO and to Area 02 should reference your group number. This nine-digit number is assigned by the General Service Office and can be found on your group information sheet or on the quarterly statement mailed to you by GSO. Your group's number is also given in the Western US A.A. Directory as the first line of information beneath the group name. The string of numbers is actually three different numbers, divided parenthetically: the group number, the area number (02) and the district to which your group belongs.

Because all levels of the general service structure are self-supporting, your group's contributions are vital to each. It is very important that your home group contribute what it can on a regular basis, be that monthly, bimonthly, or quarterly.

Your District Committee Member will gladly provide you with the names and address of the specific persons to whom your group's contributions are to be sent.

## **DISTRICT MEETINGS**

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

- Group reports from the GSRs, (preferably written)
- 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. At these meetings, your own experiences as a GSR are certain to be helpful to others.

Agenda items which 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. In turn, 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 take an active part in A.A. as a whole through representation and participation.

## **AREA COMMITTEE AND AREA ASSEMBLIES**

As stated in the "Alaska Area 02 Structures and Procedures Guidelines," the purpose of the Area 02 Committee is to elect and support the area officers, including the Area Delegate; to identify, define and debate Area 02, district and group problems and issues; to obtain the conscience of each district and its groups; to seek substantial unanimity in all important decisions; and to strengthen A.A. as a whole and carry the A.A. message in the best way possible in the Alaska Area. It is at the Area 02 Assemblies that these purposes are met.

Each area acts as a unit at its assemblies. Every year, Area 02 holds a Pre-Conference Assembly in March and a second assembly in early July. In odd years, an Election Assembly is held in November. There is not a third Area Assembly in even years, though a state convention is held, at which no area business is conducted. At the Summer Assembly in 2013, a motion was made that "Area 02 will offer \$500 in seed money to hosting districts for State Conventions", although the Area Guidelines have not yet been updated to reflect this change (March 2014) (Note: this motion is not reflected in the history of past assemblies.)

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 and District Committee Members. You'll actively participate in the handling of Area 02 affairs. You are sure to find opportunity 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, voiced by those GSRs in attendance. All matters affecting Area 02 finances and those which have a direct impact on the groups are presented and ratified, rejected, or revised at the assemblies. Groups may be daunted by the high travel costs regularly associated with the Area 02 Assemblies, though such expenses can be a very sound investment.

Also at assemblies, reports are delivered by the chairpersons of the standing committees. Area 02 supports a committee system quite similar to that of GSO. As listed in "Alaska Area 02 Committee Structures and Procedures Guidelines," the standing committees are: Treatment Facilities/Hospitals and Institutions (H&I); Correctional Facilities (CF); Cooperation with the Professional Community (CPC); Public Information (PI); Archives; Grapevine; Finance; Literature; Report and Charter & Agenda. The roster of committee chairpersons is submitted by the Area Chairperson for acceptance or rejection, in its entirety, by the voting members of the Area 02 Committee.

The committee system was established at the area level, in part, to help disseminate the information related to the General Service Conference agenda items. Any interested member of the fellowship may serve as a committee member. In this way, an area wide network can be maintained, enabling the fellowship to carry the message consistently and responsibly. This is particularly true for the alphabet committees, those which work with persons outside the fellowship: H&I, CF, CPC, and PI. The other committees are not by any means less important to

the fellowship. Grapevine and Literature committee members share information and stimulate interest. Report and Charter, Finance and Agenda are most closely connected with the administration of Area 02 business. Archives has the unique responsibility of gathering and maintaining items and records relevant to A.A.'s history. These items are also made available for display at A.A. functions.

While all A.A. members are encouraged to attend the assemblies, only the GSRs, DCMs, Area Committee Chairpersons, our Area Archivist and Area Officers are allowed to vote. Each voting member is allowed one vote even if they serve in more than one capacity. At these assemblies, these service positions are also encouraged to share a written report of the activities in their group, district or committee.

At the Election Assembly (November, odd years), we elect Area 02's trusted servants who will begin their two-year terms of office on January 01 of the following year. The roster of Area Officers includes Delegate, Alternate Delegate, Area Chairperson, Alternate Area Chairperson, Treasurer, Alternate Treasurer and Secretary. The "Alaska Area 02 Committee Structure and Procedures Guidelines" includes a listing of the duties of each office.

Quite possibly, the election of Area 02 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 02 officers is conducted by secret ballot using the Third Legacy Procedure. 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 chalkboard. The first ballot is conducted and tallied on the blackboard as the votes are counted. The first candidate to receive two-thirds of the total vote is elected.

Should no candidate receive two-thirds of the votes cast, a second ballot is conducted. 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, seek out resources. As you become more and more familiar with your responsibilities as a GSR, the processes will come to make sense and the Twelve Traditions will take on a new meaning and vitality.

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 become better able to communicate the issues in the spirit of the Twelve Traditions. Your

own rising enthusiasm will be contagious and the members of your home group are likely to 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 a great responsibility as GSR. In order 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.

### Condensed Robert's Rules of Order (approved at Summer Assembly 2010)

When You Wish to be Heard:

1. Please go to the floor mike and wait in line until recognized by the Chair.
2. If there is no floor mike, please raise your hand high and wait to be called on.
3. Please speak clearly and slowly.
4. Do not repeat what others have said prior to you just for the sake of being heard. This will save a great deal of time.

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You want to:	You say:	Second required	Debatable	Vote
<b>Introduce</b> a matter of business (have this motion written down)	I move that.....	Yes	Yes	Majority
After discussion of a matter of business (have motion written down)	I move that.....	Yes	Yes	Majority
<b>Amend</b> a motion (write down proposed amendment)	I move this motion be amended to read.....	Yes	Yes	Majority
<b>Complain</b> about the meeting environment	<b>Point of Personal Privilege</b> – ex. I can't hear or the room is too cold.	No	No	No vote
<b>What's going on?</b> I'm lost.	<b>Point of Information.</b> Ask Chair to clarify where we're at.	No	No	No vote
<b>End</b> discussion <u>after thorough debate</u> and move to the vote	I move to <b>call the question.</b>	Yes	No	2/3
<b>Reconsider</b> an earlier vote. (You must be on the prevailing side on the original motion)	I move we <b>reconsider the vote</b> on _____.	Yes	Yes	2/3
<b>Unsure</b> how something fits in	<b>Point of Parliamentary Inquiry.</b> After Chair acknowledges you, ask question.	No	No	No vote
<b>Withdraw</b> a motion. Must be the motion-maker to withdraw.	I move to <b>withdraw</b> the motion about _____.	No	No	If no objection, withdrawn and move on.
<b>End</b> discussion but <b>refer</b> to a committee for further review	I move we <b>refer</b> this subject to the _____ committee for further review.	Yes	Yes	Majority
<b>Table</b> a matter	I move we <b>table</b> this matter until _____ meeting.	Yes	No	Majority
Delay action <b>indefinitely</b>	I move to <b>postpone indefinitely</b> the matter concerning _____.	Yes	Yes	Majority
Take up a <b>previously tabled</b> issue.	I move we <b>take from the table</b> _____.	Yes	No	Majority
I'm <b>Overwhelmed!</b>	Remember <b>Rule 62!</b>	No	No	No vote
Want to <b>rescind</b> or void the effect of an earlier vote. (You must be on the prevailing side on the original motion and have additional information). Can be from this Assembly or last.	I move we <b>rescind</b> the vote on _____ topic at _____ Assembly.	Yes	Yes	2/3
<b>Adjourn</b>	I move we <b>adjourn.</b>	Yes	No	Majority
Consider item <b>out of sequence.</b>	I move we <b>suspend the Guidelines</b> and consider _____.	Yes	No	2/3
Propose something <b>out of line</b> with the Guidelines	I move we <b>suspend the Guidelines</b> and consider _____.	Yes	No	2/3
<b>Object</b> to an error in procedure	<b>Point of Order.</b> When asked by Chair, state question and ask for clarification in process.	No	No	No vote
If feel that Robert's Rules suggest <b>handling</b> a little <b>differently</b>	<b>Point of Appeal.</b> I appeal the decision of the chair based on _____.	Yes	Yes	Majority

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