

# **UA GSR Committee Service Handbook**

June 19, 2022 Edition

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## **Standing Rules for GSR Committee Monthly Meetings**

(Passed 2/17/2019; Amended 6/23/19, 4/26/20, 7/26/20)

- **GSRs:** Be prepared to discuss all documents or information sent to you prior to the GSR Committee meeting by the GSR Chair.
- Please respect your fellow GSRs by calling in from a quiet place. The chair reserves the right to limit sharing from callers in a particularly noisy location. This is a business meeting and should be treated as such.

### **Rules for Limited Debate**

A. All GSR Committee meetings shall be conducted using Robert's Rules of Order.

The chair has the latitude to exercise his or her judgment to enable informed debate while preserving order.

B. In all deliberations, an informed group conscience is our goal, not procedural perfection.

C. To maintain order, speakers must be acknowledged by the chair. Please state your name before sharing.

D. Whenever possible, motions, including a rationale, shall be submitted to the GSR Chair prior to the meeting in which they will be heard. Spontaneous motions must be composed clearly enough to be easily understood.

E. Discussion will begin with one Pro and one Con speaker. Clarifying questions will be entertained thereafter.

F. Pro & Con speakers alternate, each with a 2-minute time limit. Up to 3 Pro and 3 Con speakers may share for each main motion or motion to amend. If necessary, the Chair may allow additional speakers if time permits.

G. A timer shall be set for 20 minutes once a motion has been presented. At the end of that time, the voting body will determine whether to continue discussion, postpone further discussion for one month, or refer to a committee of GSRs to craft a more desirable version, using feedback from the original debate.

H. The Chair will encourage input from members who have not yet shared throughout the meeting.

I. Action items that are not on the agenda will be heard only after those on the agenda have been addressed. Emergency business will be considered if a majority of members in attendance support changing the agenda.

- J. Non-GSR attendees may participate with the permission of the Chair, but they may not vote.
- K. The GSR Committee Chair shall vote as any other GSR.
- L. The phone dashboard is not to be used to silence or drop individual GSRs. The dashboard is to be used to mute the virtual room at the beginning of the meeting to prevent background noise and to drop Non-GSR disruptive callers.
- M. GSR Committee recordings are solely for GSR Committee members' use. The GSR Committee official recording playback telephone number and access code will be emailed to GSRs and not posted on the internet. Unauthorized and unofficial recordings of GSR Committee Meetings will not be accepted by the GSR Committee.

### **Rules Re: Agenda and Motions Preparation**

The GSRC Agendas and Motions need to be emailed to the GSRC Committee members one week before the monthly business meeting. (Per motion passed July 26, 2020).

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## **Robert's Rules and Parliamentary Procedure Summary for GSR Committee Meetings (Updated 3/21/22)**

### **1. Motions – General Rules**

Before you speak, address the Chair, state your name and ask to speak.

The motion is presented by a member other than the acting Chair.

The motion is seconded by a member other than the acting Chair.

The floor is then opened for discussion, including clarification questions, friendly amendments, then pros and cons, and motions for regular amendments. (The GSR Committee Standing Rules provide for 3 pro statements; alternated with 3 con statements for members, who each may speak for two minutes). At the end of discussion, the motion is read again and voted on.

#### **Voting:**

Chair has the right to vote, per the instructions of our Professional Registered Parliamentarian, Jackie Marazzi. It is good practice for the Chair to vote last so that s/he/they does not sway the opinion of the members.

After the completion of voting on a Motion, the Chair announces the voting results. (e.g. Motion passed. 33 in favor; 3 opposed; 3 abstentions.)

Abstentions do not influence the vote. For example, 25 members who are authorized to vote are present, 11 vote in favor, 9 vote against, 5 abstain. The Motion still passes with a majority vote, even though a majority of the members present did not vote in favor.

### **2. Motion to Call the Question**

“Motion to call the question” is a motion to end debate on a pending motion or amendment and bring it to an immediate vote. This motion needs to be passed by a 2/3 majority vote because Robert's Rules wants to encourage open communication by members.

“Call for the Question” does NOT mean “Let's go to the vote.” It means a NEW motion to end the debate of pros and cons. It is an official motion which requires a second. It is not debatable.

Note that it is often more efficient for the meeting if there is no motion to call for the question, and instead the Chair ends discussion based on the time allotted for discussion and voting.

PLEASE do NOT use “I call the question” casually or impulsively, as it will use up a lot of time. We saw this in action at the WSC 2018 and it caused undue frustration.

### **3. 'Friendly' Amendments**

(These guidelines come from the motion passed at the WSC 2018 on Voting and Procedural Guidelines for Convocation Sessions.)

During the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I would like to suggest a 'friendly' amendment to the motion."

These are the rules we have agreed to regarding 'friendly' amendments:

(1) A voting member asks to be recognized by the Chair and states that they have a 'friendly' amendment.

(2) After being recognized by the Chair, the person states the friendly amendment.

Note that if the 'friendly' amendment could properly be made as a separate motion, then it probably should be voted on as a regular amendment. (Per guidance from our parliamentarian.)

(3) The Chair then asks the motion maker if they will accept the 'friendly' amendment.

(4) If the maker of the motion accepts the 'friendly' amendment, it becomes part of the motion.

(5) If the maker of the motion does not accept the 'friendly' amendment, the maker of the 'friendly' amendment has the option to make a motion as a regular amendment to be considered by the whole voting body following the standard procedures for motions.

#### **4. Motion to Postpone v. Motion to Table**

A "motion to postpone" is used if there is a definite date or time stated. It is debatable, and amendable, requires a second and majority vote in favor to pass. (Permissible debate is restricted to the pros and cons of postponement, and to what time and date the question should be postponed to. Debate may not go into the merits of the main motion.)

A "motion to table" is used when a motion is set aside temporarily, and there is no certain time or date stated. It is not debatable or amendable and requires a second and a majority vote to pass.

#### **5. Point of Order**

This is used to enforce a rule or procedure

#### **6. Point of Information**

This is used if information is requested.

#### **7. Minority Opinion**

The following Minority Opinion procedure is per Robert's Rules. It was provided by Parliamentarian Jackie Marazzi.

In the event that one or more members from the minority side want to express a Minority Opinion, then the minority side can do so using the following procedures:

(1) One or more members may address the Chair and state that they want to present the minority opinion. Alternatively, if the vote is close (e.g. 51 to 49), the Chair may ask members to voice the minority opinion.

(2) One person will speak on behalf of the Minority Opinion.

(3) This process may happen only once per motion or amendment.

(4) The minority opinion may be included in the Minutes.

## **8. Substituting a Motion**

Per our Parliamentarian: When there is a Motion remaining in Unfinished Business which has been proposed and seconded, and the Motion Maker or another member of the Committee or Assembly expresses interest to withdraw it and substitute a new Motion, the best procedure is for the Presiding Officer to call for the Assembly or the Committee to vote on whether they approve to withdraw the original Motion. It is permissible for the Chair to allow the Substituted Motion to be read, but not discussed before the vote on withdrawal of the original motion. A vote is then taken.

If the Assembly or Committee votes to withdraw it, the Motion is null and void, and no longer an item on the Agenda. The voting result is noted in the Minutes.

The new Substituted Motion is then presented, not as an Amendment, but as a new Motion. The Motion process moves forward according to standard Motion procedures, specifically: the Motion is read by the Motion Maker, seconded, there are clarifying questions, opportunity to offer friendly amendments, pros and cons, and then the vote is taken.

## **9. Order of Business**

Robert's Rules (Rule 65) specifies a particular order of business, as follows:

- (1) Reading the Minutes of the previous meeting and their approval.
- (2) Reports of Standing Committees.
- (3) Reports of Special (Select) Committees.
- (4) Special Orders.
- (5) Unfinished Business.
- (6) New Business.

## **10. Appeal of the Chair's Decision**

According to Robert's Rules (Rule 21) an appeal may be made from a decision of the Chair, but it can be made only at the time the Chair's decision is made.

Some appeals are debatable, and some appeals are not debatable. An appeal cannot be debated when it relates simply to indecorum, or to transgression of the rules of speaking, or to the order of business.

The chair may state the reason for his/her/their decision, whether or not the appeal is debatable.

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## **Key Motions Passed at UA WSC Convocations (2016-2020 ) Re: GSR Committee**

**I. Motion: To create a GSR Committee with the mission to meet monthly in a phone meeting of 1 and 1/2hours, following Robert's Rules, to address issues and facilitate communication and action.**

**Motion passed at WSC on October 30, 2016**

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**II. Motion to Amend Motion to Establish the Role and Guidelines of the GSR Committee and Its Relationship to the General Service Board, World Service Conference and the UA Groups, which was previously adopted at the World Service Conference 2018.**

**Amendments unanimously passed at WSC 2020 on October 18, 2020.**

### **The Role of the GSR Committee**

The Upside Down Triangle is the basic model for UA's Service Structure. The GSR Committee plays a primary world service leadership role in UA's Upside Down Triangle. It derives its position as such from its GSRs who are the elected representatives of their Groups. It has the power to speak and act on behalf of the members of UA. It also brings important information about UA to their Groups. It is a representative voice for UA members worldwide. The GSR Committee has no other authority than the Groups they represent and Higher Power.

### **Guidelines of the GSR Committee**

1. The GSR Committee will meet at least once a month for 90 minutes and follow Robert's Rules of Order.
2. The GSR Committee will be a World Service Conference-Approved Committee that elects its own Chair meets year around, and puts forth its own agenda.
3. The GSR Committee may create committees or subcommittees which will serve UA as a whole.
4. The GSR Committee shall meet with the General Service Board at each World Service Conference (WSC). It also may meet with the General Service Board between World Service Conferences.
5. The GSR Committee may only make suggestions or recommendations to UA Groups.
6. Only GSRs may vote at GSR Committee meetings and at its Subcommittee meetings.
7. The GSR Committee reports and Minutes will be posted on the UA Website.
8. The Relationship of the GSR Committee to the GSB and the World Service Conference Planning Committee. The GSR Committee is interdependent with and autonomous from the General Service Board (GSB) and the World Service Conference Planning Committee. It will seek to have a collaborative relationship with the GSB and the WSC Planning Committee; and it will prepare and give oral reports at the GSB meetings to facilitate communication between these two key entities in UA's Service Structure.



9. The Responsibilities of the GSR Committee are as follows:

- (a) The GSR Committee will bring the following to the WSC: Conference topics and Motions which affect UA as a whole to be discussed and voted on at the WSC.
  - (b) Inform GSRs on their responsibilities and prepare them for the World Service Conference.
  - (c) Provide support to meeting Groups.
  - (d) Encourage GSRs to participate in standing committees and subcommittees.
10. This Committee will follow the guidelines for all World Service Conference-Approved Committees, as passed by the WSC on November 17, 2019.

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**III. Motion to Create a New Branch of Committees in UA Called the “World Service Conference-Approved Committees” and Guidelines for These Committees.**

**Motion Passed on November 17, 2019.**

Background: This motion formalizes the existence of a separate branch of committees similar to those called “World Service Conference Committees” in DA and “Conference Committees” in AA. It also provides a framework for the creation of new committees that will occupy this place in the UA Fellowship’s Service Structure.

Motion:

A new branch of committees is hereby created in UA’s Service Structure called “World Service Conference-Approved Committees.” Each such committee is approved by vote of the World Service Conference Convocation. These committees are separate from the other branch of committees in UA’s Service Structure called the “General Service Board Committees,” which are created and authorized by the General Service Board (GSB).

Following are guidelines for all WSC-Approved Committees:

- (1) Each committee elects its own chair, vice-chair or co-chairs, treasurer and recording secretary. Each officer is elected for a one-year term and can be re-elected for three additional consecutive years. After a total of four years, an officer is required to rotate out from their leadership position for at least two years.
- (2) The chairs, vice-chairs and co-chairs of these committees are GSRs of UA groups or intergroups. Chairs and co-chairs are recommended to have completed UA's 12 Steps with a UA Sponsor and are currently actively working the UA Steps.
- (3) Each committee sets its own agendas throughout the year and votes on its agenda at the WSC.

(4) All significant and important decisions are made by group conscience vote of the committee. Committee meetings are conducted using Robert's Rules of Order.

(5) Each committee is interdependent with and autonomous from each other, the GSB and the GSB Committees.

(6) The committees operate year around, having regularly scheduled meetings (e.g. once a month) in between World Service Conferences.

(7) Each committee votes on the topics it suggests for the World Service Conference Agenda and submits those topics to the WSC Planning Committee by the specified deadline.

(8) At the World Service Conference, each committee presents its motions within the allocated time limits at the Convocation. It also prepares a report which includes its motions for the WSC, a list of its committee members, and action items it plans to address in the upcoming year.

(9) Each committee may create subcommittees.

(10) Each committee maintains an electronic archive in a shared drive of the current and past (if available) final committee reports for the WSC, other significant documents and additional files.

(11) Each committee may establish additional committee guidelines which are consistent with the guidelines in this motion. These additional committee guidelines do not need to be approved by the World Service Conference.

(12) The committees are guided by the UA 12 Traditions, and informed by the UA 12 Concepts for World Service, as approved by the UA World Service Conference.

The provisions of this motion take effect as soon as it is passed by the UA WSC Convocation.

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## **Motion To Recommend Guidelines for GSR Committee Minutes**

(Passed March 17, 2019)

Following are recommended guidelines for GSR Committee Minutes.

1. Minutes read at the meeting are those sent to the GSR Committee by the Chair.
2. Abbreviated reading of the Minutes at the meeting is permissible. (e.g. It is recommended that the titles of lengthy Motions are read, rather than the whole Motion.)
3. Per Robert's Rules, it is recommended that debate/discussion not be included in the Minutes.
4. The main body of the Minutes includes these items:
  - (a) Name of the assembly (i.e. The GSR Committee).
  - (b) Date, time of the meeting and phone number/access code.
  - (c) Serenity Prayer read at opening and closing.
  - (d) Traditions and Preamble read.
  - (e) Names of Chair, Recording Secretary and Timekeeper, or in their absence the names of their substitutes.
  - (f) Roll call of meeting attendees.
  - (g) Status of the prior meeting Minutes (e.g. approved, approved as amended, or not approved).
  - (h) List of Committee and Subcommittee reports given. Reports placed at end of Minutes as Addenda.
  - (i) Regarding Motions:
    - (1) Each Motion presented, passed, tabled, postponed or failed, including full text and amendments.
    - (2) Names of Motion maker and who seconded it.
    - (3) Outcome of each Motion and voting tally (e.g. Motion passed: 20 in favor; 6 opposed; 2 abstentions.)

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## GSRC Service Positions: Duties, Qualifications

### Motion to Establish Qualifications of GSR Committee Chair and Co-Chairs.

**Motion passed on May 19, 2019.**

These are the qualifications for the GSR Committee Chair and Co-Chairs:

- Has completed UA's 12 Steps with a UA Sponsor who has done the same in UA, and continues to work the UA Steps with a UA Sponsor, and/or Step Partners who have completed the UA 12 Steps with a UA Sponsor.
- Has a working knowledge of the UA 12 Traditions & 12 Concepts of World Service, when they have been passed by the World Service Conference.
- Has demonstrated a consistent commitment of service in UA at individual meeting levels or higher (e.g. GSR, business chair, world service level committee member, etc.).
- Holds the position of GSR for a UA Group or Intergroup.
- Has six months solvency (solvency being self-defined).
- Can attend monthly GSR Committee meetings and GSB monthly meetings.
- Is able to serve a one-year term.
- Has sufficient time to perform this service. (Approximately 12 - 15 hours per month.)
- Has leadership qualities, including the ability to conduct meetings with kindness and respect.
- Has knowledge of the basics of Robert's Rules of Order or the willingness to learn.

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### Motion to Establish Duties of the GSR Committee Chair and Co-Chairs.

**Motion passed on May 19, 2019. [Amendments proposed but not yet voted on by Outgoing Chair, Arden, and Outgoing Co-Chair Debora G on 10/30/20 are indicated in blue font and ~~strike-through~~.]**

Following are the duties of the GSR Committee Chair and Co-Chairs:

- Prepare Agenda for monthly GSR Committee meetings.
- Conduct GSR Committee meetings with kindness and respect, following Robert's Rules.
- Read and review the GSR Committee monthly minutes.
- Email monthly minutes, agenda, motions, GSR Committee Contact List and Standing Rules to the GSR Committee members.
- Supervise posting on the UA website, [GSR Committee website](#) and/or the 9thTradition.org website of the monthly GSR Committee minutes.

- Maintain Contact List of the GSR Committee members, or supervise updating this list.
  - Prepare and present oral reports at the monthly GSB meetings. (~~4th Monday, at 8:30 pm ET.~~)
  - Serve as communications liaison to the GSB and the WSC Planning Committee.
  - Assist GSRs with preparation of motions in proper format.
  - Welcome new GSRs, answer their questions, and send them orientation materials, or delegate these duties to another GSR.
  - Encourage GSRs to populate GSR Committee subcommittees, GSB Committees and WSC-Approved Committees.
  - Communicate with GSRC subcommittee chairs [and Treasurer](#).
  - Provide transition support to the new Chair or Co-Chairs for 30 days after the election of the new Chair or Co-Chairs.
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### **Motion re Creation and Duties of the GSR Committee Vice-Chair Position.**

**Motion passed on June 18, 2017.**

The position of Vice-Chair of the GSR-Service Structure Committee will be created. The duties of the Vice Chair will be to substitute in for the Chair when the Chair cannot perform his/or her duties.

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### **Motion To Amend the Duties and Qualifications of the GSRC Secretary**

**Motion passed on June 13, 2021**

**The qualifications of the Secretary and Co-Secretary will be as follows:**

- Can commit to 5 - 10 hours service per month as secretary.
- Is a GSR.
- Willingness to apply the guidelines passed by the GSR Committee for preparation of monthly minutes.
- Has the suggested qualifications of GSR as passed and amended by the GSR Committee.
- Has good access to the internet and a computer.
- Has experience doing collaborative online word processing, or willingness to learn.
- Has good writing skills.

**The duties of the Secretary and Co-Secretary will be as follows:**

**During meetings:**

- Read the abbreviated Minutes from the last meeting
- Be prepared to read documents to members in order to assist the Chair

## **Between meetings:**

- **Prepare the minutes for each meeting (usually one to two meetings per month).**
- **Email meeting reminders to the GSR Committee members.**
- **Update or supervise the updating of the GSR Committee Contact List**
- **Respond to emails from GSR Committee members regarding minutes and GSR Committee Contact List.**
- **Work with Chair on emailing to the GSR Committee members and other members on the GSRC Contact List the Monthly Meeting agenda, minutes, motions and accompanying documents.**

**If the secretary and a Co-secretary are sharing the position, they may divide the duties as they choose.**

*NOTE: Motion to Establish Duties of Secretary and Motion to Establish Qualifications of Secretary were passed on November 24, 2019 and amended on June 13, 2021.*

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## **Motion to Establish a GSR Committee Treasurer and/or Co-Treasurer Position, Qualifications and Duties.**

**Motion passed on Feb. 23, 2020.**

These are the qualifications of the GSRC Treasurer:

- Can serve for a suggested one-year term.
- Consistently attends monthly GSRC meetings.
- Can commit to 5 - 8 hours service per month as GSRC Treasurer.
- Is a GSR.
- Has the suggested qualifications of a GSR as passed and amended by the GSR Committee on October 27, 2019.
- Has completed up through UA Step 10 with a UA Sponsor, maintains a 12-Step relationship with their UA Sponsor and/or UA Step Partners who have completed the UA 12 Steps with a UA Sponsor, and actively works the Steps in UA.
- Has solvency for 90 days, (solvency being self-defined) and maintains solvency during term.
- Has adequate computer skills and access to the internet in order to work with PayPal account and other duties.

The duties of the Treasurer or Co-Treasurers will include:

- Set up PayPal Account linked to the GSRC email.
- Keep accurate records of contributions and expenditures.
- Make payments that have been approved by the GSR Committee.
- Give oral reports at GSR Committee monthly meetings.

- Submit monthly written GSRC Treasury Fund reports to the Chair to be included in the Minutes. The Report will include the previous month's balance, and total contributions, itemized expenditures, and ending final balance for the month.
  - Educate GSRs on how to donate to the GSRC Treasury and UA General Fund.
  - Use the internet and computer programs to do proper accounting of the GSRC Treasury, and to prepare monthly reports.
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**Motion to Amend Motion to Establish a GSR Committee Webmaster or Co-Webmasters Position, Qualifications and Duties.**

(Motion history: Motion passed on December 22, 2019; amended by the GSRC on March 13, 2022)

The GSR Committee hereby establishes the GSRC Webmaster Position.

The duties of the GSRC Webmaster or Co-Webmasters will be as follows:

- (1) Maintain a well-functioning website.
- (2) Renew Website URL and Web Hosting accounts in a timely manner upon approval of the Treasurer and the GSR Committee.
- (3) Add themes and plugins as needed.
- (4) Upload GSR Committee Minutes to the GSRC website.
- (5) Add new content to the GSRC website and remove content as recommended by the GSRC Website Subcommittee.
- (6) Transition support of 30 days given to the next Webmaster or Co-Webmasters at the end of term.

These are the qualifications of the GSR Committee Webmaster or Co-Webmasters:

- Can commit to 5 - 10 hours service per month as GSRC Webmaster.
  - Is a GSR or GSR Alternate.
  - Has the suggested qualifications of the GSR as passed by the WSC 2021 (See the GSRC Service Handbook).
  - Has knowledge and experience in successfully using Google Docs or MS Office documents.
  - Has knowledge and experience in building and maintaining a website.
  
  - Can serve for a suggested term of one year; can serve for a longer term.
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**A. Motion to Approve Suggested Duties and Qualifications of the UA GSRs.**

Status: Passed by the GSRC in December, 2017; amended by GSRC on October 27, 2019, October 16, 2020, and August 8, 2021; proposed and discussed at the WSC 2020; Passed at WSC 2021.

**Following Are the Suggested Duties and Qualifications of the UA GSRs:**

**These duties and qualifications are *suggested only* and per the 4<sup>th</sup> Tradition, each group is autonomous and may establish the duties and qualifications for its GSR per its group conscience.**

- A GSR represents a UA Group or Intergroup. A Group is defined as a meeting or a group of meetings that shares one business meeting. A UA Group is represented by one GSR. An Intergroup provides service and coordinates events for multiple Groups in a particular geographic area. Each Intergroup is represented by one GSR.
- Each Group or Intergroup may also have a GSR Alternate who attends meetings and World Service Conferences when their GSR is not available. A GSR has one vote for each voting item at the World Service Conference and at the GSR Committee meetings, even if the GSR represents more than one Group.
- Represents a UA Group or Intergroup whose meetings he/she/they regularly attends.
- Is actively working the Steps and practicing the Tools in UA. Has completed at least UA's Steps One through Five with a UA Sponsor.
- Practices kindness and consideration in words and actions.
- Has a working knowledge of the UA 12 Traditions, and the GSR will have a working knowledge of the UA 12 Concepts of World Service, as approved by the UA World Service Conference.
- Has demonstrated a consistent commitment of service in UA.
- Has 90 days solvency (solvency being self-defined).
- Attends GSR Committee monthly meetings.
- Attends General Service Board (GSB) monthly meetings and/or reads the current GSB meeting Minutes.
- Attends or sends a GSR Alternate to a World Service Conference during their service term.
- Makes reports to their Group(s), including significant items from the World Service Conferences, GSR Committee Meetings and GSB Meetings.
- Collects information, concerns and feedback from their Group(s) to bring to the GSR Committee and the World Service Conferences.
- Serves for a 1 to 2 year term.
- Observes the principle of rotation of leadership by serving for no more than six years as GSR for their Group and then rotating out of the position for at least two years before returning to serve as GSR for that same Group.
- Is not already acting as a GSR for another UA meeting Group or Intergroup.
- Is not a Trustee of the UA General Service Board.
- To ensure effective leadership, each GSR has the Right of Decision as guided by their Higher Power in their voting at the GSR Committee Meetings and at the World Service Conference, per Concept of World Service Number 4. (i.e. the GSRs need not go back to their groups in order to vote on new motions at the WSC and GSR Committee Meetings or to vote differently than their groups' directions if presented with significant amendments or information.)



## **UA GSRC Subcommittees**

(**Note:** As of 06/6/21, some of these Subcommittees are not currently meeting.)

### **Meeting Support Subcommittee of the GSR Committee.**

*Motion Passed March 2018*

The GSR Committee will create a Meeting Support Subcommittee of the GSR Committee. This subcommittee will provide assistance to meetings in order to facilitate carrying the message to the underearner who still suffers. Its meetings will be conducted using Robert's Rules of Order. Its duties will include, but not be limited to, the following:

- Assisting with finding regular moderators for meetings that are pop-ups.
- Assist groups with a struggling service structure in getting and creating a stronger group with committed service people.
- Providing meetings with solutions in dealing with abusive callers/intruders.
- Providing moderators/chairs with training materials.
- For phone meetings (include offline help with moderator codes)
- Providing an information sheet on how to set up a PayPal Account for a meeting so that it can pay for GSR and other expenses.
- Encouraging meeting groups to elect GSRs.

*(Subcommittee Status: This subcommittee was populated in March 2018 with 4 people volunteering to be members. It went into inactive status in 2019.)*

### **Service Structure Development Subcommittee of the GSR Committee.**

*Motion passed July 2018*

This Subcommittee's duties:

- It will research other successful 12 Step Fellowships' service structures.
- It will use this research to develop new proposed democratic service structure guidelines for UA and revisions to the draft UA Concepts of Service and Bylaws.
  - The motions drafted by this Subcommittee will be brought to the full GSR Committee for discussion and vote.
  - This Subcommittee will have a liaison to the GSB Service Structure Committee.

*(Subcommittee Status: This subcommittee was populated and active until the WSC 2018. It has been inactive since then.)*

### **Create a Unity-Building Subcommittee of the GSR Committee.**

*Motion Passed 7/21/19*

*(Subcommittee Status: Never populated due to lack of interest by GSRC members, so Chair George M resigned in August 2019.)*

### **GSR WSC Fundraising Information Subcommittee.**

*Motion passed 8/25/19.*

*(Subcommittee Status: This subcommittee met regularly until the Fundraising Strategies Packet v9 was approved by the GSR Committee in May 2020. It is currently inactive.)*

## **GSRC Website Subcommittee**

Motion passed 12/27/20

The purpose of the Subcommittee is to provide instructions to the Webmaster/Co-Webmasters on what to implement for the GSRC Website. The goal is to build a website that reflects the principles and ideals of Underearners Anonymous, to provide a safe place for the archived documents of the Committee, and for the GSR Committee to 'own' the Website through participation in building and maintaining it.

The Subcommittee Duties and Guidelines are as follows:

1. Elect a Chair. The Chair cannot be the Webmaster or Co-Webmaster.

The Chair has to meet the qualifications of the GSR as specified by the GSR Committee Motion, which was passed in December 2017 and amended on October 27, 2019 and October 16, 2020 on the Duties and Qualifications of the GSR. In addition they need to have completed through Step 10 in UA, ideally with a UA Sponsor.

The Chair's term of service commitment is six months. Service term can be extended as per the Subcommittee's decision.

2. Subcommittee decides frequency of meeting, until the GSRC Website has been completed. Then it meets monthly for maintenance, updates and review.
3. Only GSRs can vote on this Subcommittee. Members-at-large can participate.
4. Conduct its meetings according to Robert's Rules with Motions and voting on all decisions.
5. Keep written records of the attendance of members, research, decisions and instructions given to the Webmaster/Co-Webmaster. These records will be written in the Website Subcommittee Minutes.
6. Submit the Subcommittee's Minutes to the GSRC Minutes Addenda, and post Approved Minutes on the GSRC website in the Subcommittee tab.
7. Research the cost and quality of web hosting with reputable companies, domain name, privacy, security, donation buttons, and more.
8. Plan the tabs for the site content, such as Minutes, Agendas, Announcements, Upcoming Events, Blog, Weekly meditations, etc.
9. Design an aesthetically pleasing website in color for Committee approval. Design a logo.
10. Submit all recommendations for design, financials, hosting, etc, to the GSRC in monthly reports to obtain Committee consensus before the website goes 'live.'
11. Review any work done to date on the Website by the Co-Webmasters.
12. The Webmaster/Co-Webmasters can attend to offer their Experience, Strength and Hope, plus technical advice if needed.

## **Motion to establish a GSRC Group Inventory Subcommittee**

Passed on 4/11/2021 as Amended - Vote of Acclamation

The GSR Committee hereby establishes a Group Inventory Subcommittee.

What Is a Group\* Inventory:

(\* To create ease in reading, the word "Group" is used in this Motion to include UA Groups, Intergroups, World Service Level Committees and General Service Boards.)

A Group Inventory is a helpful vehicle for expressing Traditions 1 & 2. It is often used by 12-Step Groups to periodically assess the Group's strengths and weaknesses. It also will indicate what actions need to be taken to serve the mission and vision of the Group.

The core of the group inventory are responses from the group members to the questions provided to them. The Group Inventory helps the Group to make decisions based on Group Conscience to address concerns of its members before its unity is disrupted. It helps the Group members and its leadership to be in good, healthy relations with each other and those they serve

Similar to the 4th and 10th Step Inventories we take as individuals, the Group Inventory helps us to see the Group's assets as well as weaknesses. Building upon our Committee's strengths is an effective way to develop the GSR Committee and carry the message of UA recovery.

The duties of the GSRC Group Inventory Subcommittee are as follows:

A. Make the following decisions by group conscience vote:

1. Elect a Secretary or Co-Secretary(s).

Below are the suggested qualifications for this position:

1.) Meets the qualifications of the GSR as specified by the GSR Committee Motion, passed in 2017 and subsequently amended.

2.) Completed up to step 9 in the UA fellowship; and

3.) Are GSRs, who are not the current GSRC Chair, Co-Chair or Vice-Chair  
Note that prior experience in a Group Inventory would be helpful; it is not required.

2. Elect a Chair (Optional)

The same qualifications for the Secretary and Co-Secretary(s) apply to the Chair position.

3. Select a neutral, trusted facilitator who is not a current GSB member, a current or past GSRC Chair, Co-Chair or Vice-Chair, or a current GSR. The facilitator will make sure that a positive tone is maintained and that a fair discussion is held at all times.

4. Choose a meeting date and time for the Group Inventory Meeting of the full GSRC, in consultation with the GSRC Chair and Co-Chair(s), to be approved by the whole GSRC.

5. Develop a Group Inventory format, after reviewing formats from other Fellowships, including the inventory questions that will be emailed to the GSRs. This format will then be discussed and approved by Group Conscience vote of the full GSRC.

B. The Secretary, Co-Secretaries, and Chair of the Group Inventory Subcommittee will consolidate and organize all of the written suggestions and comments from GSRs into one document and develop a proposed action plan. These documents will be reviewed and approved by the subcommittee members, and then emailed to all GSRC members for their review, discussion, and vote.

C. Once the GSRC has completed the Group Inventory process, the Group Inventory Subcommittee will create a format and other recommendations that can be used as suggested guidelines for UA Groups. A motion to establish guidelines for the Group Inventory will be approved by the full GSRC and then proposed at a World Service Conference.

Background: Disruption and lack of participation in groups, committees and boards can be resolved through the inventory process. This motion was drafted based on a review of pamphlets on Group Inventories from seven 12 Step Fellowships

## ADDITIONAL UA RESOURCES

### WSC-APPROVED COMMITTEE CONTACT INFORMATION MEETING DAY AND TIMES 2021-2022

**Note: ANY member of UA may serve on a WSC-Approved Committee.**

<p><b>GSR Committee</b></p> <p>Second Sunday of the Month</p> <p>Zoom Meeting</p> <p>1:30 pm - 3:00 pm ET</p> <p>Contact: George (TN), Chair Fred (CA), Co-Chair</p> <p>gsrcommittee4ua@gmail.com</p>	<p><b>WSCA Literature Committee</b></p> <p>Third Sunday of the month</p> <p>Zoom Meeting</p> <p>1:00 pm - 2:00 pm ET</p> <p>Contact: Danny (CA), Chair Shari Lynn K (CT), Vice-Chair</p> <p>literature@uagsrc.org</p>
<p><b>WSC Planning Committee</b></p> <p>First Sunday of the Month</p> <p>Zoom Meeting</p> <p>1:30 pm - 2:30 pm ET</p> <p>Contact: Jessica (VT), Outgoing Chair Seth (NY), Outgoing Vice-Chair Peter (UK), Incoming Co-Chair Sharon (TX), Incoming Co-Chair</p> <p>uawscservice@gmail.com</p>	<p><b>WSCA Phone/Tech Committee</b></p> <p>First Sunday of the Month</p> <p>Zoom Meeting</p> <p>12:00 pm - 1:00 pm ET</p> <p>Contact: Randy (CA), Chair Heidi (OR), Vice-Chair</p> <p>uaphonetech@gmail.com</p>

**GSRC SUBCOMMITTEE CONTACT INFORMATION  
MEETING DAY AND TIMES 2021-2022**

**Note: ANY member of UA may serve on a GSRC Subcommittee.  
Members-at-large serving on a GSRC Subcommittee are non-voting members**

<p style="text-align: center;"><b>UA GSRC Website Subcommittee</b></p> <p style="text-align: center;">Contact: Arden, Chair, and John, Webmaster</p> <p>To become a subcommittee member and for meeting dates/times:</p> <p style="text-align: center;"><a href="https://uagsrc.org/contact-us">https://uagsrc.org/contact-us</a></p>	<p style="text-align: center;"><b>UA GSRC Group Inventory Subcommittee</b></p> <p style="text-align: center;">Contact: Denise (PA), Secretary</p> <p>To become a subcommittee member and for meeting dates/times:</p> <p style="text-align: center;"><a href="mailto:denisejmswho@gmail.com">denisejmswho@gmail.com</a></p>
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## **UA Intergroup Information**

Intergroups serve as the connection and support when meetings in a particular region join together.  
Here's a list of current UA Intergroups:

**New York** [ua-ny.org](http://ua-ny.org)

2nd Sat every month, 1-2:30pm EST

**Los Angeles** [www.socaluameetings.org](http://www.socaluameetings.org)

(2nd Saturday of the month 12:15 - 1:30PM PST

"Join ZOOM Meeting

<https://zoom.us/j/345715804>

Meeting ID: 345 715 804

Pwd: 035920"

**UK** <http://underearnersanonymous.co.uk/>

second Saturday of each month, 11:15-12:45 GMT

Quiet Room at Hinde Street Methodist Church.

**Iran**

**Russia**

**Spanish Intergroup**

**Australia** <https://ua-au.org/>

**Israel** <http://uaisrael.info/>