

BUSINESS MEETING FORMAT

- All say the Serenity Prayer
- Chair announces the duration of the meeting and asks the time-keeper to give notice when nearing the time limit.

Safety guidelines are invoked.

- Reports:
 - Secretary's minutes of the previous meeting
Needs approval
 - Treasurer's report
Needs approval
 - General Service Board Representative's report
 - Other reports (Welcome Couple, Contact List)
- Old Business (anything left unresolved in the previous meeting)
- New Business
- Adjournment
- All say the Serenity Prayer

Typical Business Meetings follow the Informed Group Conscience Process outlined in RCA blue book pg 80. Each member will have 1 minute to address the topic at hand, or choose to pass.

- The person raising an issue gives its background.
- Speaking in order, everyone has time to comment on the issue or pass. A few circuits around the group may be necessary to come to a consensus.
- After a consensus has been reached, a motion may be made.
- Only one main motion can be considered at a time.
- Once a motion is made, we take time to make sure the motion is clear.
- Keep discussion focused on issues and principles, and not on personalities.

After the discussion, if a consensus cannot be achieved.

1. Non-urgent matters may be postponed for further discussion.
2. For urgent matters, the motion is put to a vote.

Although we strive for consensus or concordance, the majority rules.

A motion to adjourn the meeting, if seconded, must be voted on immediately, without discussion.