

Suggested Business Meeting Format

Let us open with the Serenity Prayer.

Can we have a spiritual timekeeper please?

This meeting lasts 15 min unless a motion is made to continue.

May we please have the Secretary's Report of last meeting?

(If there is no secretary, would someone please volunteer to be secretary for this meeting only?

Thank you. Also ask person to email notes to business chair and meeting leader.)

Are there any corrections or revisions to the Secretary's report? If not, we accept report as written.

May we please have the Intergroup Report?

(The IG representative will read Meeting Minutes and/or make new announcements.)

A. Old Business (concludes or reports on pending matters)

- 1.**
- 2.**
- 3.**

B. Elections of officers for the meeting:

Each business meeting has a Business Chair, Secretary and Spiritual timekeeper. If any position is vacant, it should be announced at the regular and business meeting and reported to the meeting coordinator until filled. If all positions are filled there is no need to cover this material.

The qualification and duties of each position is listed on page five of this document.

B. New Business (includes any new matters to be taken up.)

- 1.**
- 2.**
- 3.**

Close meeting with Serenity Prayer.

Simplified Robert's Rules for Meeting.

Motions (Robert's Rules)

- 1. Chair may not make or second a motion. However, Chair may “entertain” – ask for a motion to be made.**
- 2. Motion is made then Seconded.**
- 3. Chair asks for Discussion – 3 Pros and 3 Cons.**
- 4. After discussion the Chair takes the vote by asking All in favor, all opposed.
Voters count off as:
aye 1, aye 2, aye 3,etc nay 1,nay 2,nay 3,etc.
Chair calls for abstentions.**
- 5. Motion either carries or fails.**
- 6. Always make sure to complete motion on table before making another motion.**
- 7. To amend a motion, ask person presenting the motion whether they accept the amendment. Then state the amended motion and vote on amended motion.**

8. Everything that comes up is put into motion form, then seconded and discussed at a business meeting.

9. There are some issues that are not yet ready for motion. For example, where research is needed, or where controversy may appear, it is appropriate for discussion to begin and views aired. The Chair then may ask for research and prayer and the issues to be tabled for next business meeting.

Duties and Qualifications for Officer Positions

1. Business Chairperson (referred to as business chair): The qualifications for the business chair are 30 days of back to back CEA-How abstinence, having taken the first Three Steps and having been stepped up as a food sponsor. The Business chair conducts the meeting, and assures the smooth operation of the meeting. The Business chair may not make motions but may ask for them. The business chair can not vote on motions.* One additional task for the business chair to make sure the meeting format incorporates the relevant additions or deletions to the regular meeting format.

2. Secretary: The secretary takes notes of the meetings, especially focusing on the motions made, seconded and voted on. The secretary then types the notes and forwards them usually via email to the Business chair and the leader of the meeting.

There is no abstinence required for the duties of secretary.

Spiritual timekeeper: The spiritual timekeeper keeps the time for the business meeting.

There is no abstinence required for the duties of spiritual timekeeper.

*** This can be changed by group conscience.
Group conscience “trumps” Robert’s Rules.**

