

Business Meeting Format

1. Open with Serenity Prayer

Let us open with the Serenity Prayer.

Is our Timekeeper here today? *(if no timekeeper, ask for a volunteer for this meeting only.)*

This meeting lasts 15 minutes unless a motion is made to continue for 5 extra minutes.

Is our Secretary here today? *(If no secretary, ask for a for this meeting only.)*

2. Roll Call

We will take roll now by saying your first name only and where you are from. Please speak slowly so our secretary can take notes.

3. Minutes from previous meeting

May we please hear the Secretary's Report from the last business meeting?

Are there any corrections or revisions to the Secretary's report?

If no corrections: "We accept the report as written."

If yes, the corrections/revisions are given, then: "Report is accepted with corrections."

(Secretary emails minutes to Business Chair & Service Team. If there is a Temporary Secretary, request that the minutes be sent to the Business Chair to prepare for the next Business Meeting.)

4. Intergroup Report (from bi-monthly Intergroup meeting)

May we please hear the Intergroup Report? This would be highlights only from the Intergroup meeting, minutes and any relevant announcements not previously read during the regular meeting.

If IG Rep is present and reads report: Intergroup Report is: "accepted as read"

If no report: "No Intergroup Report given this month"

5. Service Positions (if applicable)

Filling of Service Positions for the Business Meeting and Regular Meeting are usually held during the last month of the current quarter, unless the Business Meeting does not meet every month.

Service positions to be filled:

- Business Chair (3 month term)
- Secretary (3 month term)
- Timekeeper (3 month term)
- Speaker Seeker (optional - 3 month term)
- Meeting Leaders (3 month term)
- Intergroup Representative (6 month term with a maximum of 2 years) IG Rep should send email to phonebridgesecretary@gmail.com.
- Meeting Contact (6 month term)

Vacant positions should be announced at the regular meetings until filled.

6. Old Business

Do we have any old business? *(Pending matters from previous business meeting based on Secretary's report)*

7. New Business

Do we have any new business?

8. Close with the Serenity Prayer

Need motion and second to close

Simplified Robert's Rules for Meeting

Group conscience "trumps" Robert's Rules

Motions (Robert's Rules)

1. Business Chair may not make or second a motion. However, Bus. Chair may "entertain" – ask for a motion to be made by another member.
2. Motion is made, and then Seconded.
 - Chair asks for Discussion – 2-3 Pros and 2-3 Cons (2 minutes each)
 - If a member asks to amend a motion, ask person presenting the motion "whether they accept the amendment."
 - Then, state the amended motion...have motion seconded...brief discussion...then, vote on amended motion.
 - After discussion, the Chair takes the vote by asking: All in favor, All opposed.
Voters count off as:
yes 1, yes 2, yes 3, etc.
no 1, no 2, no 3, etc.
In case of a tie the Chair will cast the deciding vote.
 - Motion either passes or fails.
3. Always make sure to complete motion on the table before making another motion.
4. Everything that comes up is put into motion form, then seconded and discussed at the Business meeting.
 - There may be some issues that are not yet ready for a motion or a final vote.
For example:
 - Where research is needed, or where controversy may appear, it is appropriate for discussion to begin and views expressed.
 - The Chair may then ask for research and prayer and the issues to be tabled for a vote at the next monthly Business Meeting.

Duties/Qualifications for Service Positions

1. Business Chair:

30 days current CEA-HOW abstinence and have gone through the Three-Step Ceremony.

- *Business Chair* conducts the meeting, and assures the smooth operation of the meeting.
- *Business Chair* may not make motions but may ask for them. This can be changed by group conscience. Group conscience “trumps” Robert’s Rules.
- *Business Chair* cannot vote on motions.
Any motion made and seconded, will be “open for discussion” before a final vote is taken. In case of a tie the Bus. Chair will cast the deciding vote.
- *Business Chair* ensures the Regular meeting format incorporates the relevant additions/deletions approved during a Business mtg. and are forwarded to all Co-Leaders. The format updates are usually made by the Secretary but can be updated by any member of the Service team.

2. Timekeeper: (Regular and Business meeting)

No abstinence requirement.

Duties: Generally, the timekeeper services the Regular mtg., as well as, the Business mtg. (unless she/he is Business mtg. Secretary or is unable to stay for both meetings). There can be service positions for two Timekeepers...Reg. mtg. & Bus. mtg.

3. Secretary:

No abstinence requirement.

Duties: Secretary takes notes of the Business meeting especially focusing on motions made, seconded and voted on.

Secretary then types the notes and forwards them (usually via email) to the Business Chair, as well as, the Service Team. It is not a requirement for the Secretary to have email access...*it is only required that the minutes be taken and available to be read at the next Business mtg. Meeting Format updates* are usually completed by the Secretary but can be updated by any member of the Service team. It is helpful, if a draft version of the revised format is sent to the team for verification before the final version is introduced as the latest updated format.

4. Leader/Co-Leader:

30 days current CEA-HOW abstinence and have gone through the Three-Step Ceremony.

Duties: Follow latest approved/updated meeting format specific to the meeting you are leading.

If Co-Leader is unable to Lead, it is their responsibility to ask another Co-Leader from the meeting’s Service Team or any qualified CEA-HOW member to Co-Lead for you. Contact Business Chair, if unable to obtain a backup for a specific date or, if you are no longer able to keep your weekly/monthly Service Commitment to this meeting.

5. Intergroup Rep (IG Rep):

90 days continuous CEA-HOW abstinence and have completed the Step-Up Ceremony. They shall maintain an active relationship with a CEA-HOW sponsor; declare themselves as actively practicing the Twelve Steps, CEA-HOW Concepts, Seven Tools, and Twelve Traditions.

Term: 6 months, may be re-elected 3 more times – maximum 2 year term for the same mtg. At that point, the IG Rep must step down; however, he/she may continue as an Intergroup Rep for another meeting and then, their (maximum) 2 yr. term, begins over again.

Intergroup Rep should send email to phonebridgesecretary@gmail.com.

Duties: Attend a Sunday afternoon Intergroup meeting at 5pm ET, every even numbered month.

An Intergroup Rep can be removed from office following failure to attend two consecutive Intergroup meetings, without prior notification.

Separately, the Phone-Bridge Secretary emails *weekly* Intergroup Announcements directly to the Intergroup Rep (*these announcements have been compiled by the Phone-Bridge Vice-Chair*).

Regular Meeting Duties: Reads "**weekly**" Intergroup announcements (*unless the meeting has voted not to read weekly announcements*). However, important Intergroup announcements are to be read regardless of the autonomy of the meeting.

Business Meeting Duties: Reads *highlights only* from the "**bi-monthly**" Intergroup Rep meetings. (which are received, via email, from the Intergroup Secretary). *It is not necessary to repeat any announcements previously read by the Intergroup Rep during the Regular meeting.*)

6. Speaker Seeker: (This service position is optional, meetings are autonomous.)

No abstinence requirement

Duties: Ask individual members to share their experience, strength and hope following the *format qualifications of the mtg. enlisted to give Service*.

7. Meeting Contact (required to keep the meeting open as listed on the CEA-HOW website)

30 days current CEA-HOW abstinence.

The Meeting Contact is expected to attend the meeting regularly, provide status updates upon request and report any concerns to the Phone Bridge Meeting Coordinator. The Meeting Contact may be the Intergroup Representative or another CEA-HOW member. If the Meeting Contact changes, please notify the Meeting Coordinator.