

Suggested Group Business Meeting Format

Group _____

Date: _____

- I. GSR opens the meeting with a moment of silence followed by the Serenity Prayer.
- II. Alternate GSR (or someone else) reads the Twelve Traditions.
- III. Roll Call: (by Secretary)
 - a. Secretary (Secretaries)
 - b. Assitant Secretary (Secretaries)
 - c. Treasurer
 - d. Assitant Treasurer
 - e. GSR
 - f. GSRA
 - g. Coffee maker(s)
 - h. Greeter(s)
 - i. Meeting chair(s)
 - j. Other group members present _____
 - k. Secretary state members allowed to vote (according to your group's guidelines)
- IV. Secretary's report:
 - a. Reading of previous month's minutes
 - b. Approval of previous month's minutes: GSR requests a motion to accept the Secretary's report. It needs a second. Vote follows.

V. Treasurer's report:

Beginning Balance		\$ _____
7th Tradition Collection:		
First week since last business meeting	___/___/___	\$ _____
Second week since last business meeting	___/___/___	\$ _____
Third week since last business meeting	___/___/___	\$ _____
Fourth week since last business meeting	___/___/___	\$ _____
Fifth week since last business meeting	___/___/___	\$ _____
Total income		\$ _____
Minus rent for the month of _____		\$ _____
Minus other expenses (supplies, etc.)		\$ _____
Minus literature/chips/medallion expenses		\$ _____
Expenses Subtotal		\$ _____
Minus prudent reserve		\$ _____
Total		\$ _____
Minus donation to the ASC (and/or RSC, NAWS)		\$ _____
Ending Balance		\$ _____

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- a. GSR requests a motion to accept the Treasurer's report. It needs a second. Vote follows.
- VI. GSR report
- a. GSR reports on issues addressed at the previous ASC meeting, motions made and their result. The GSR gives the secretary group announcements and activity flyers picked up at the ASC meeting so that they can be announced at the end of the group's recovery meetings.
 - b. GSR mentions the motions the group needs to vote on. After discussion, the group votes.
 - c. GSR asks the group whether there are motions or other business to be brought to the next ASC on behalf of the group.
- VII. Old Business: issues pending from previous business meeting (from Secretary's minutes)
- VIII. Nominations, and Elections
- a. GSR states open service positions, their requirements, and responsibilities.
 - b. Group nominates candidates
 - c. Each candidate qualifies himself/herself and leaves the room temporarily
 - d. Voting takes place.
- IX. New Business:
- a. The floor opens to any member who needs to discuss a specific situation, make suggestions, or make a motion. The GSR gathers the appropriate information to submit motions (when applicable) or bring suggestions to the ASC.
- X. Closing:
- a. GSR closes meeting with a moment of silence followed by the Serenity Prayer