

The Group Business Meeting

First, refer to the Pamphlet "The A.A. Group" pages 27-31. The Pamphlet can be found here: http://www.aa.org/assets/en_US/p-16_theaagroup.pdf

In terms of format, every group is different, but in my experience this seems to work well:

1. Schedule a regular business meeting once a month either before or after the regular meeting.
2. Start with Serenity Prayer and read Tradition 2 (short form)
3. Trusted Servant reports - go round and elicit a short verbal report from everyone with a service position (suggest a written report from the Treasurer).
4. Housekeeping items arising out of reports; e.g., spend \$50 on new literature.
5. New business - any new items of business. Note: new business usually is for the presentation of new items (motions) and discussion of that business. Experience has taught us that it isn't recommended to vote on new business at the same meeting it is presented at unless the business is time sensitive, e.g., we're going to have to move the group's location before the next business meeting. That way the group as a whole can receive notice via the GSR report to the group as a whole e.g. "at our next business meeting we will be voting on XYZ - attend if you have an opinion and want your voice heard."
6. Old Business – These would be items that at previous meeting(s) have been New Business. Once new business has been presented and discussed, then at the next business meeting it becomes "old business". Continue to discuss old business and then vote if the group is ready.
7. Any other discussion items - note: "discussion" not motions. Although, a motion can arise out of a discussion, in which case it becomes "new business."
8. What's On Your Mind - a good tool to use so that folks don't leave the meeting with something unsaid, or maybe they have an announcement. Note: What's on Your Mind isn't a discussion item or a business item and there is no crosstalk or rebuttal, i.e., it's customary to listen to WOYM in silence and not make any comment.
9. Close with Serenity Prayer.

Above all, have fun, practice Rule #62 and don't be afraid to say "I don't know, but I'll find out and bring the information back to the next meeting."

When voting, clarify the motion by reading it over so that everyone is clear on what they are voting and establish how the decision will be made e.g., simple majority or some other way. After the vote always ask if there is a minority opinion from someone who voted in the minority. After hearing the minority opinion ask if anyone in the majority wishes to change their vote and, if so, conduct a re-vote. The outcome of the revote is final (no further minority opinion).