Opening of Meeting

* Serenity Prayer
* Announcements
* GSR Preamble
* New GSRs and Visitors
* Birthdays
* Service Sponsorship
* Approval of Prior Month’s Minutes

Tradition and Concept of the Month

7th Tradition and Treasurer’s Report

DCMC Report *(other Officer Reports submitted in writing)*

Visiting Area Officer

Special Presentations

Housekeeping Motions

Presentation of New Business

New Business

Old Business

Ad Hoc Committee Reports *(time allowing)*

Liaison Reports *(time allowing)*

What’s On Your Mind?

Close with the Responsibility Statement

**Approval of Minutes**

* Does anyone have a correction to the minutes from our last meeting? *[NOTE AMENDMENTS IF APPLICABLE]*
* Are there any objections to approving last month’s minutes? *[IF APPLICABLE ADD:]* with the noted amendments?
* If there are no objections, the minutes are approved.
* *[IF THERE ARE OBJECTIONS]:* Since there has been an objection, we will hear the objection(s) and then hold a vote to approve the Minutes by Simple Majority.
* *[IF THE MINUTES PASS BY SIMPLE MAJORITY]:* The Minutes have been approved by a Simple Majority vote. *[No minority opinion is heard.]*
* *[IF THE SIMPLE MAJORITY FAILS]:* The Minutes have not been passed, therefore now is the time when we can accept additional amendments to the minutes. *[After amendments have been made to the Minutes, hold another vote to approve the Minutes by Simple Majority. Continue this process until the Minutes are approved, OR table the Minutes until the next Business Meeting.]*

**Housekeeping Motion**

A housekeeping motion is simple and non-controversial in nature and does not set a precedent or have a significant financial impact.

Housekeeping motions are only “presentations.” There may be questions for clarification, but not substantial discussion or debate. Any objection causes a housekeeping motion to become “new business.”

* *[Read the housekeeping motion.]*
* Are there any clarifying questions on the wording or intent of this housekeeping motion? *[Typically answered by those who made or presented the motion.]*
* *[Repeat the motion.]*
* As a reminder, a voting member of this group is \_\_\_\_\_\_\_ *[i.e. home group member, GSR and DCM, etc]*
* Area there are any objections by voting members to this housekeeping motion?
* *[If there are no objections]:* This housekeeping motion passes.
* *[If there is an objection by even one voting member:]* Since there is an objection, this housekeeping motion automatically becomes a piece of New Business and will be added to the Agenda of our next meeting.
* *[If there is an objection and the housekeeping motion is time-sensitve or urgent in nature:]* Since there is an objection to this housekeeping motion which is time-sensitive in nature, this motion will be added as Old Business on today’s Agenda.

**Presentation of New Business**

*In General Service Area 06, the life cycle of a motion is at least three months long. The first time a motion is introduced to the Area Committee Meeting (ACM), only clarifying questions on wording and intent are allowed. Friendly amendments to the wording of the motion can be offered to the presenter, who can accept or refuse them. No debate or discussion takes place and the Chair is responsible for gently cutting off a speaker who engages in opinion. The motion will become New Business the following month (unless it is time-sensitive and needs to become Old Business).*

* *[Read the motion.]*
* Now is the time for clarifying questions on wording or intent only. This is not a time for discussion or debate. Are there any clarifying questions?
* *[After questions:]* This motion will become New Business at the next meeting *[or Old Business if time-sensitive]*.

**New Business**

*A time for discussion, but not voting. Questions on intent and wording can also be asked to the motion presenter, and amendments to the wording of the motion can still be accepted. During discussion, it is best to wait until everyone who wants to has a chance to share before allowing people to speak for a second time. If the group is too large for a “round robin” type of discussion, then encourage the quiet voices to speak before allowing someone to return to the microphone a second time.*

* *[Read the motion.]*
* Are there any clarifying questions on wording or intent? *[Whoever made the motion typically answers these questions. If they are not present it is up to the chair whether to begin discussion or wait.]*
* The floor is now open for discussion. *[At the District and Area, we ask for group consciences first, then invite personal opinions.]*
* [After discussion:] This motion will become Old Business at the next meeting.

**Old Business**

*A time for discussion and possibly voting, but if the group seems ready to vote. Under “Chair’s Rules” typically used in General Service, the Chair decides when the group is ready to vote based on their “sense of the meeting.” Some chairs like to even ask the group if they are ready to vote. Under Robert’s Rules of Order, a voting member can “call the question” which means asking for the group to vote immediately. Whichever format your group uses, in A.A. we do not want to rush the discussion. An informed group conscience takes time.*

*When ready to vote, it is important to establish how the body will vote. Customarily, simple majority is selected for motions that are procedural, less controversial, minimal cost and impact. Substantial unanimity 2/3 is recommended for voting on motions that affect policy, set a precedent, are controversial, have a large financial cost and/or impact. At District and Area meetings we usually vote on “how to vote” by simple majority. In business meetings, you can let the group decide or as chair decide.*

*The side that has the losing number of votes is the minority. When voting by 2/3 substantial unanimity, the minority is not always the side with the lowest number of votes.*

* *[Read the motion.]*
* The floor is now open for discussion. *[At the District and Area, we ask for group consciences first, then invite personal opinions.]*
* *[When the body appears ready to vote:] [Establish how the group will vote on the motion: Simple Majority (51%) or 2/3 majority].*
	+ *[If decided by the chair or bylaws:]* We are going to vote on this motion by \_\_\_\_\_\_\_\_\_ [Simple Majority or 2/3 Majority]
	+ *[If decided by the group:]* First we are going to vote on “How to Vote.” Your choices are a Simple Majority or Substantial Unanimity by a 2/3 Majority. Customarily, Simple Majority is recommended for motions that are procedural, less controversial, and/or have a minimal cost and impact. Substantial unanimity is recommended for motions that affect policy, set a precedent, are controversial, and/or have a large financial cost or impact. This “vote on how to vote” will be decided by Simple Majority. And as a reminder, a voting member of this group is \_\_\_\_\_\_\_\_\_ *[i.e. home group member, GSR and DCM, etc.]*
	+ *[After the “vote on how to vote”:]* We will be voting on this motion by \_\_\_\_\_\_\_\_\_
* *[Repeat the motion.]*
* As a reminder, a voting member of this group is \_\_\_\_\_\_\_\_\_\_ and we will be deciding this motion by \_\_\_\_\_\_\_\_\_\_\_\_ *[Simple Majority or 2/3 Majority]*
* *[Hold the first ballot.]* Raise your hand if you are in favor of this motion? Raise your hand if you are opposed to this motion? Abstentions*? [Read the final results].*
* [IF THERE ARE NO VOTES IN OPPOSITION]: This motion passes unanimously. There is no Minority Opinion.
* [IF THERE ARE NO VOTES IN FAVOR]: This motion fails unanimously. There is no Minority Opinion.
* [IF A TIE IN A SIMPLE MAJORITY VOTE:] Since the vote was a tie, more discussion is needed. This motion will return to Old Business at our next meeting.
* [IF THERE ARE OPPOSITIONS, BUT THE MAJORITY (Simple or 2/3 as applicable) IS IN FAVOR OF THE MOTION:] This motion passes. Is there someone who voted against this motion, that is willing to share their Minority Opinion?
* [IF THERE ARE VOTES IN FAVOR, BUT THE MAJORITY (Simple or 2/3 as applicable) IS OPPOSED TO THE MOTION:] This motion fails. Is there a someone who voted in favor of this motion, that is willing to share their Minority Opinion?
* *[IF THERE WAS A MINORITY OPINION SHARED:]* Is there anyone who voted in the Majority (Simple or 2/3 as applicable) that would like to change their vote.
* *[IF NO ONE IN THE MAJORITY CHANGES THEIR VOTE:]* The first ballot carries and this motion *[passes or fails, as applicable].*
* *[IF EVEN ONE PERSON FROM THE MAJORITY CHANGES THEIR VOTE:]* This motion will return to Old Business at our next meeting. *[\*\*\*Second ballot should be the same voting procedure as the first ballot (Simple or 2/3 majority) The second ballot is the final ballot. No minority opinion is heard after a second ballot is held.\*\*\*]*

**What’s on your mind?**

*This is a time for participants to share “what’s on their mind”. Some DCMC’s allow event announcements, others set aside a separate time for announcements.*

**Closing with the Responsibility Statement**

I am responsible, when anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that I am responsible.