

## **SUGGESTED AGENDA FOR A GROUP BUSINESS OR GROUP CONSCIENCE MEETING**

Refer to Business Meetings in the AI-Anon/Alateen Service Manual. The manner in which a group business or conscience meeting is conducted is as varied as the groups themselves; groups are within their autonomy to determine how to conduct their business meeting.

### **Aims of the Meeting:**

- To promote group unity.
- To help the group and its officers to make decisions.
- To give members an opportunity to be heard.
- To inform members of duties of group officers.
- To ensure rotation of group officers regularly.

### **Considerations:**

- Suggest group secretary records decisions or takes minutes of the meeting.
- A quorum is the minimal number of members of a committee or organization, usually a majority, who must be present for a valid transaction of business to take place. It is suggested that 50% of the core group number of members + 1 more will be adequate to form a quorum.
- It is always wise to go for consensus, a position reached by the group as a whole, in order to maintain unity. However where there is none, it is suggested that a vote of a two-thirds majority carry a decision.
- The minority members are often those who are best informed and are often right. Newer members can easily swing a vote because they do not fully know and understand the Traditions and principles used as guidelines in AI-Anon. The minority need to be reassured that their opinions have been heard and considered and in the spirit of the AI-Anon Traditions agree to abide by the majority decision without any feelings of resentment or ill will.
- Suggest newly appointed group officers assume their new roles at the next meeting.

### **Preparation:**

- Business meetings are an opportunity for members to share their ideas to increase membership, express concerns, plan special meetings or projects, and other group business such as changing the group name, the meeting time and place, finances, meeting format, open or closed meeting status, etc.
- Our shared experience suggests that announcing the business meeting 2 or 3 weeks prior to the discussion and voting gives members of the group the opportunity to be informed, helps the group make decisions and promotes unity.
- It ensures that as many members as possible can attend the meeting.
- This also allows matters for the agenda to be given to the group secretary or group chairperson in plenty of time prior to the meeting.
- Handing out copies of the group officer duties in advance helps members to become better informed of what the service positions involve when considering standing for a service position.
- In the event of an unexpected serious conflict or item a special group conscience meeting can be called.

### **Business Meeting Agenda:**

- Opening of meeting by Group Chairperson. A statement such as the following is suggested to begin the meeting. "This group endeavours to abide by the guiding principles of the group conscience which are the AI-Anon Twelve Traditions and Twelve Concepts of Service."
- The Traditions can be read in full at the beginning of the meeting by the Chairperson.

- As many trusted servants as the group desires can each give a brief report.
- Secretary's report – any correspondence received or business decisions to be made.
- Treasurer's report – updated financial report of group. Decisions re payments or purchases to be made.
- Librarian's report – decisions re purchase of new books, or a promotion of specials.
- Newcomer's Rep report – report on whether newcomers keep coming back or member suggestions to encourage group growth.
- Program Chairperson's report – decisions re planning for meeting content for the next term of office bearers.
- Group Rep's report.
- Decision on length of service of each group officer.
- Nomination and election of new group officers.
- Any other business.

As stated in the AI-Anon/Alateen Service Manual P38 paragraph 3:- "Some of the group business decisions involve discussion and sufficient time for members to become informed about the matter, express their opinions, offer ideas, and whenever possible, reach a unanimous decision. Members share as equals, and then vote to approve or disapprove the item(s) in question.

A decision is then made that abides by the guiding principles of the group conscience: the Twelve Traditions and the Twelve Concepts of Service. Members who attend more than one group may want to consider at which meeting to vote on District or Area matters, keeping in mind that our principles are spiritual. It may be helpful for the group to review these principles prior to the business meeting.

Once a decision is made, the entire group abides by the decision."

#### **Group Conscience Meeting Agenda:**

- Chairperson (or member who requested group conscience) can introduce the item(s) for discussion.
- Each member should be encouraged to ask questions, to become informed about the matter, express their opinions and offer ideas for a solution that will ensure personal progress for the greatest number of members of the group.
- After the discussion and all the members have been heard, it is time to come to a decision and then vote to approve or disapprove the item(s) in question.
- It is always wise to go for consensus, a position reached by the group as a whole, in order to maintain unity. However where there is none, it is suggested that a vote of a two-thirds majority carry a decision.
- The minority members are often those who are best informed and are often right. Newer members can easily swing a vote because they do not fully know and understand the Traditions and principles used as guidelines in AI-Anon.
- The minority need to be reassured that their opinions have been heard and considered and in the spirit of the AI-Anon Traditions agree to abide by the majority decision without any feelings of disunity.

#### **Closing:**

The Chairperson then summarises the decisions made and agreed upon. The decisions are recorded and the meeting is closed. Date of next meeting is set.