

BUSINESS MEETING FORMAT for PHONE MEETINGS

UNDEREARNERS ANONYMOUS

Draft 12-6-10

- All say the Serenity Prayer
- Chair announces the duration of the meeting and asks the time-keeper to give notice when nearing the time limit.
- Reports:
 - Secretary's minutes of the previous meeting
 - Treasurer's report
 - General Service Board Representative's report
 - Other reports
- Old Business (anything left unresolved in the previous meeting)
- New Business
- Adjournment
- All say the Serenity Prayer

UA Business Meetings follow parliamentary procedures outlined in Robert's Rules of Order. Some basic procedures are:

When new motions are made, they must be seconded, then followed with discussion. The chair then calls for a vote ("calls the question").

If someone other than the chair calls the question, this must be voted on before the motion itself is voted on.

A motion to adjourn the meeting, if seconded, must be voted on immediately, without discussion.

Voting in UA phone meetings is conducted like this:

When the chair asks "All in favor?", participants reply one at a time, adding the consecutive-order number of their vote, i.e., "Yea – one", "Yea - two", etc. Similarly, when the chair asks "All opposed?", participants reply one a time adding the consecutive-order number of their vote, i.e., "Nay – one", "Nay - two", etc. Alternatively, voters speak their own first names rather than the number.