Business Meeting Script

First Sunday of the month:

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Because we end sharing early today, please keep your shares to 1½ minutes to allow as many people as possible an opportunity to share. We will set the timer for 1 minute and 30 seconds to alert you that your share time is up. We reserve the last 5 minutes of the sharing time for newcomers and returning members to share, although you are welcome to share at any time.

Our speaker, _____, will call on those wanting to share.

At 10:08

Now is the time we reserve for newcomers and visitors to share if they haven't already. If you are not a newcomer or visitor, please lower your hand in the participants panel. Are there any newcomers who wish to share? *[If there are no newcomers or returning members sharing, return to general sharing.]*

At 10:13

We are almost out of time. If anyone has a burning desire to share, they may have 1 minute, Please raise your hand in the participant panel. *[**Secretary chooses** from those who raise their hands.]*

At 10:15 — Business Meeting

Now is the time for us to conduct our 10-minute business meeting. *[First Sundays in June and December will be Elections.]*

Timekeeper, please set the timer for 8 minutes and then 2 minutes.

Who would like to be our note-keeper?

Let us begin with the Serenity Prayer:

> God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.

First Sunday in March, June, September and December: start with elections.

Circulate service position descriptions in February, May, August and November

Overview of Abstinence Requirements:

Secretary: six months VIRTUAL
Virtual Zoom Host: no requirement VIRTUAL (recommend 2 positions)
Speaker Chair: no requirement VIRTUAL
Intergroup Representative: no requirement
[In June:] Thanksgiving Chair: six months
[In December:] Contact Listed on Bridge: three months (position lasts for one year)

Can we have a volunteer for _____? The abstinence requirement is ___ months.

[Write the name of the person who volunteers for the service position on the list kept in the back of the binder. If any position isn't filled during this meeting, continue announcing it at each subsequent meeting. If any position still isn't filled after one month of announcing it, ask for a one-month commitment.]

The following are our agenda items: _____. Will *[name of first item's sponsor]* please present their motion?

Is someone willing to second this motion? *[Proceed only if someone seconds the motion.]*

We will now discuss this motion, with up to three people speaking in favor of it passing and up to three people speaking against it passing. *[Call on people to share for/against the motion.]*

Now it's time for us to vote:
All in favor of passing this motion? *[Count hands.]*
All opposed? *[Count hands.]*
Any abstentions? *[Count hands.]*
[Tally votes and announce results:] This motion passes. *[OR]* This motion does not pass.

[Repeat process with other agenda items as needed until time is up.]

That's all the time we have for our business meeting. Agenda items not discussed today will be tabled until next month's meeting.

Let's close the business meeting with the "we" version of the Serenity Prayer:

> God, grant us the serenity to accept the things we cannot change, the courage to change the things we can, and the wisdom to know the difference.

[If the business meeting ends before 10:25, continue with 1½ minute shares.]

At 10:25

We are all out of time for today. If you had a burning desire to share and were not able to do so, please talk to someone after the meeting.

Closing

On the first Sunday of the month, sharing ends 15 minutes early for our monthly business meeting to take place during the last 10 minutes of the meeting. All are welcomed and encouraged to participate. Please text your agenda items to me with their exact wording. My number is _____. They must be announced to the group at least three weeks in advance of a vote at the business meeting. You must attend to represent your item and have it discussed.

Items for the next meeting are … *[Read any pending items listed on the business meeting agenda.]*

On the first Sunday in March, June, September and December we hold elections for the meeting's service positions during the business meeting.

Are there any brief OA related announcements?

If you are in need of a sponsor, find someone who has what you want and ask how they are achieving it.

I have asked _____ to read the Promises as found on pages 83 and 84 in the *Big Book of Alcoholics Anonymous.*

Thanks to all who do service at this meeting. Thanks to our speaker, _____.

[If there are any newcomers or visitors] Let's welcome *[list names].*

Are there any volunteers to answer newcomer questions after the meeting?

Will all who wish to join in the OA Promise, which begins "I put my hand in yours…". *[Speaker name],* will you please lead us out?

[FYI, the following are service positions that are on hold and not currently being filled as of 2025]:

Treasurer: six months VIRTUAL
Newcomer Caller: three months VIRTUAL
VIRTUAL
[In December:] Hospital Liaison: six months, two year position
Literature person: one month
Signs Person: none
Set-up Person: none
Clean-up Person: none]