

WA Guys Business Meeting Leader

Guidelines for chairing a business meeting

Business Meeting Script

1. Open the meeting with the We version of the Serenity Prayer
God, grant us the serenity to accept the things we cannot change
Courage to change the things we can
And the wisdom to know the difference
2. Follow the [agenda](#) from the start to the finish
 - a. Reports from service positions
 - i. Treasurer's report
 - ii. Newcomer Greater's report
 - iii. Phone List Coordinator's report
 - iv. Web Administrator's report
 - v. GSR Report
 - b. Report from meeting leaders
 - c. Old Business
 - d. New Business
3. Guide group conscience using the motion script, below
4. At the end of the meeting, say: "Motion to adjourn the meeting"
5. To adjourn, repeat the We version of the Serenity Prayer

Motion Script

When encountering a Motion agenda item:

1. Invite the motion author to describe the context, purpose, and value.
2. That person (or another) says "I move that we..."
3. Ask if there is a second
 - a. If there is no second, then keep moving forward with the agenda
 - i. Maybe invite the one making the motion [at that time or later] to revise the motion for a future business meeting after discussing it with other fellows.
 - b. When there is a second:
4. Ask for discussion.
 - a. Monitor the discussion to keep it focused on the motion and not wander off-topic
 - b. During the discussion, it might be useful to amend the motion before voting
 - c. Sometimes there is zero discussion
 - d. After a reasonable silence, move to a vote
5. Conduct the vote

- a. All those in favor of the motion say, "Aye"
 - b. All those opposed to the motion say, "Nay"
 - i. In some cases, it is useful to ask those abstaining to speak out
 - ii. Generally motions have a clear majority and the group is small, so a voice vote is good enough. However, when there are many people and/or a narrow vote, it might be needed to have the voters raise their virtual or actual hands so that the Secretary can count them.
6. Confirm the vote
- a. When the motion passes, say, "Motion Passed".
 - b. When the motion did not pass, say, "Motion Failed".

The Secretary is tracking along making notes to the agenda. That will become the record of the minutes of the meeting. The outcome of the vote will be recorded as Passed or Failed. Then in the future, this unit of shared business will become part of an archive that can be searched for years to come.

The same kinds of matters cycle back every few years. It will be useful to know how the matter was dealt with in the past.

Resources

Voice vote: https://en.wikipedia.org/wiki/Voice_vote

A two-page summary of Robert's Rules:

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Official books to learn the many details of Robert's Rules: <https://robertsrules.com/>