

BUSINESS MEETING FORMAT FOR
MAA MEETINGS

- All say the Serenity Prayer

- Ask for a timekeeper
 - Chair announces the duration of the meeting and asks the time-keeper to give notice when nearing the time limit.

Procedures:

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 this MAA meeting 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.

• Reports:

- Secretary's minutes of the previous meeting

(- Treasurer's report—if applicable)

- General Service Board Representative's report

- Other reports

- Filling of Service Positions (use positions sheet)
 1. Moderator (3 month position)
 2. Dash Board Moderator (3 month position)
 3. Business Meeting Chair (6 month position)
 4. Business Meeting Secretary (6 month position)
 5. (Treasurer (6 month position)—if applicable)
 6. GSR (1 year position)
 7. Other
 1. A volunteer to send members to our new number

- Old Business (anything left unresolved in the previous meeting)

- New Business

- Adjournment

- All say the Serenity Prayer