

**(OLD Phone: 978-990-5000, Access Code: 385-988#)**

**New Number Beginning when it is up on the website (667) 770-1841 Access Code: 8452619**

*Note: if you have T-Mobile, you must first dial 206-451-6113 then the phone number and access code*

## **Freedom from Media Time Drunkenness Meeting**

Sunday 8:15-9:30 AM ET, Tuesday 12:00-1:15 PM ET, Friday 12:00-1:15 PM ET

*Notes to Moderator: Please make sure you are on the line at least 5 minutes before the meeting starts. Please read the script as is and please keep the meeting clipping along so we have more time for shares. Please be sure to write down everyone's name who volunteers for service during the meeting so you can thank them at the end and so it is easier to keep track of who your readers are.*

### **Greeting:**

Welcome to the "**Freedom from Media Time Drunkenness**" meeting of Underearners Anonymous. My name is \_\_\_\_\_, and I am a recovering member of UA. I will be your moderator for today. At any time during the meeting, you may press Star (\*) 6 to mute or un-mute your phone.

### **Serenity Prayer:**

Please un-mute your phone now and join me in 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.*

### **Preamble:**

Underearners Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other, that they may solve their common problem and help others to recover from compulsive underearning. The only requirement for membership is the desire to stop underearning. There are no dues or fees; we are self-supporting through our own contributions. UA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stop compulsive underearning, one day at a time, and to help other underearners do the same.

### **Twelve Steps & Twelve Traditions:**

UA utilizes the *Twelve Steps* and *Twelve Traditions*, first developed by *Alcoholics Anonymous*, to recover from underearning and time indifference due to the compulsive use of electronic devices. Please go to UA's website to download the readings for this meeting. They can be found on the UA Phone and Video Meetings page under the UA Freedom from Media Time Drunkenness meeting. You will need these PDFs to be a reader today.

### **Welcome Newcomers:**

Are there any newcomers to this meeting? Please press Star (\*) 6 to un-mute yourself and state your name and, if you feel comfortable, your location so we can welcome you. *(Pause and wait for newcomers to respond.)* It is suggested you attend at least six meetings so that you have time to identify with the speakers, begin to absorb the concepts, and learn more about the program. We also suggest you attend UA step and tool meetings to make sure you have been given the basic tools and foundation of UA and don't rely on this meeting alone for your UA recovery.

### **Meeting Focus:**

This Underearners Anonymous meeting concentrates on the UA Symptoms of Time Indifference, Isolation and under-being due to the compulsive use of electronic media. This compulsive use of media includes TV, video games, social media, online videos, online research and information, etc. We view compulsive media usage as another way we give away our time when there is no clear benefit. The compulsive use of media affects our underearning and under-being as well as our ability to fulfill our vision of abundance. We find we cannot recover from underearning nor discover and live our vision as long as we remain drunk on time.

We suggest as you listen to this meeting you put away all devices you don't need right now and pay attention to all that is being said. By focusing on this meeting alone without distraction you will get this program much faster.

Our meeting runs for 75 minutes followed by 15 minutes of after-meeting fellowship unless it is the fourth Sunday (Tuesday or Friday) of the month when we will have our business meeting instead. [NOTE: BUSINESS MEETING FORMAT IS ATTACHED BELOW TO THIS FORMAT] Here is how our meeting will unfold:

1. We begin by reading UA's 12 Steps, the tradition of the month, and the 12<sup>th</sup> tradition.
2. We will read the symptoms and tools of UA and the additional symptoms and tools of media time drunkenness.
3. We will then ask a member, who has taken the one-week media fasting challenge, to qualify for 5 minutes.
4. We will then take a short break for the 7th tradition and announcements. After the break, the meeting will resume with member's sharing up to 3 minutes each.
5. After the sharing, we will have a phone number exchange, I will close the meeting, and then facilitate that exchange for those looking for sponsors, action partners, and outreach calls.
6. Following the number exchange, we will take 15 minutes for fellowship when anyone can ask questions and share, unless it is the fourth meeting of the month at which time we will have our business meeting in lieu of after-meeting fellowship. If you are new, please make sure you stay on the line for our after-meeting fellowship where a more experienced member will answer any questions you may have about the program. *[If it is **not** the fourth Sunday (Tuesday or Friday) of the*

*month, ask:] Who would be willing to serve as Newcomer Greeter after the close of our meeting? (If no one volunteers, ask again at the end of announcements.)*

## **Readings:**

I need volunteers to be readers for this meeting. Who would like to give service by reading today? I will take 4 names.

\_\_\_\_\_ (name) will you please read the Twelve Steps of Underearnings Anonymous?

## **Reading #1 - The Twelve Steps of Underearnings Anonymous**

Here are the steps we took, which are suggested as a program of recovery:

1. We admitted we were powerless over underearning—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive under earners, and to practice these principles in all our affairs. (pass)

**Moderator:** Thank you. I will now read the Tradition of the Month and the 12<sup>th</sup> Tradition.

1. Our common welfare should come first; personal recovery depends upon UA unity.
2. For our group purpose there is but one ultimate authority - a loving Higher Power that may be expressed in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for UA membership is a desire to stop under earning.
4. Each group should be autonomous except in matters affecting other groups or UA as a whole.
5. Each group has but one primary purpose-to carry its message to the under earner who still suffers.
6. An UA group ought never endorse, finance or lend the UA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every UA group ought to be fully self-supporting, declining outside contributions.
8. Under earners Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. UA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve
10. Under earners Anonymous has no opinion on outside issues; hence the UA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

\_\_\_\_\_ (name) will you please read UA's Symptoms of Under earning.

## Reading #2 - UA's Symptoms of Under earning

1. Time Indifference – We put off what must be done and do not use our time to

support our own vision and further our own goals.

2. Idea Deflection –We compulsively reject ideas that could expand our lives or careers and increase our profitability.
3. Compulsive Need to Prove – Although we have demonstrated competence in our jobs or business, we are driven by a need to re-prove our worth and value.
4. Clinging to Useless Possessions – We hold onto possessions that no longer serve our needs, such as threadbare clothing or broken appliances.
5. Exertion/Exhaustion – We habitually overwork, become exhausted, then under work or cease work completely.
6. Giving Away Our Time – We compulsively volunteer for various causes, or give away our services without charge, when there is no clear benefit.
7. Undervaluing and Underpricing – We undervalue our abilities and services and fear asking for increases in compensation or for what the market will bear.
8. Isolation – We choose to work alone when it might serve us much better to have co-workers, associates, or employees.
9. Physical Ailments – Sometimes, out of fear of being larger or exposed, we experience physical ailments.
10. Misplaced Guilt or Shame – We feel uneasy when asking for or being given what we need or what we are owed.
11. Not Following Up – We do not follow up on opportunities, leads, or jobs that could be profitable. We begin many projects and tasks but often do not complete them.
12. Stability Boredom – We create unnecessary conflict with co-workers, supervisors, and clients, generating problems that result in financial distress. (pass)

\_\_\_\_\_ (name) will you please read the Tools of Underearners Anonymous?

### Reading #3 - Tools of Underearners Anonymous

1. Time Recording – We must be conscious of how we spend our time. We keep a written record to increase awareness and support our focus on goals and the actions required to achieve them.
2. Meetings – We attend UA meetings regularly to share our experience, strength, and hope in order to help ourselves and others recover from underearning.

3. Sponsorship – We actively seek sponsorship with someone who has worked the Twelve Steps and is willing to guide us in our recovery.
4. Possession Consciousness – We routinely discard what no longer serves us in order to foster a belief that life is plentiful and that we will be able to provide ourselves with what we need.
5. Service – Giving service is vital to our recovery. It is through service to others, and to the Fellowship, that we keep what has been so generously given to us.
6. Goals Pages – We set goals for all aspects of our lives, write them down, measure our progress, and reward achievement.
7. Action Meetings – We organize action meetings with other UA members to discuss our earning concerns and to generate actions that will bring more prosperity into our lives.
8. Action Partner – We connect regularly with action partners regarding earning concerns in order to provide each other with accountability, continuity, and support.
9. Solvency – We do not debt one day at a time. Debting leads to underearning.
10. Communication – We contact other UA members to seek support, to diminish isolation, and to reinforce our commitments to action.
11. Literature – We read Twelve-Step literature to strengthen our understanding of compulsive disease and the process of recovery.
12. Savings – Saving money demonstrates faith in the future and acceptance of the fact that money is a tool vital to our prosperous vision. We create and follow a savings plan on whatever scale we are able. (pass)

**Moderator:** We encourage members to utilize all of UA's twelve tools. In this particular UA meeting, we are focusing on the symptom of *Time Indifference*, that is, putting off what must be done—by compulsively using our electronic devices. Time debting also leads to underearning. Compulsively using electronic media is a way we "give away our time with no clear benefit." The overuse of electronic media increases the underearner's tendency to isolate, and contributes to the habit of under-being, hiding and biting, and not following up on opportunities to advance our visions and goals. We will refer to this form of time irreverence with our electronic devices as "media time drunkenness."

\_\_\_\_\_ (name) will you please read the Symptoms of Having a Pattern with Time Drunkenness Due to Electronic Media?

## Reading #4 – Symptoms of Having a Pattern of Time Drunkenness Due to Electronic Media

1. We consistently spend more time than we plan in front of electronic screens.
2. We don't feel we have enough time for important things in our lives. We may put off home chores, personal care, and taking care of business while still finding time to focus on our electronic media.
3. Some of us may "graze" on our electronic media throughout the day or week while others of us may binge on it for hours at a time.
4. We plan to use electronic media to further our businesses, goals, or visions and yet end up distracted from our target by it. We end up having even less time to focus on these things.
5. We turn to our media instead of live people to feel connected and end up feeling more isolated and lonelier than when we started.
6. We tend to neglect healthy intellectual stimulation since our minds are so focused on passive media consumption.
7. Our creative endeavors become impeded by our electronic focus as our creativity in general becomes more inhibited.
8. We may believe it is necessary to spend time with our electronic media in order to "relax." Some of us use it as our main source of recreation.
9. We become disconnected from our bodies. We may neglect our health or fail to meet our body's basic needs for rest, sleep, exercise, good nutrition, etc.
10. We become disconnected from the natural world and our need to fully experience all of our senses. (pass)

**Moderator:** Many of us have found that when we compulsively use media, we are unable to prioritize our lives or keep schedules. Media is often the number one way we procrastinate, avoid work, or isolate. The UA tool of Action Partners can help us stay accountable for our media time drunkenness behavior. We encourage members to find a media action partner as soon as possible.

In addition to working the Twelve Tools of UA, many of us have found that we need to use some or all of the following eight media sobriety tools as well. We, who have used these tools, have found them to be vital in helping us achieve and maintain time reverence.

\_\_\_\_\_ (name) could you please read Tool 1, Awareness—Trigger Identification?

### Reading #5 - Tool 1: Awareness—Trigger Identification

We work closely with our sponsor and/or action partner to discover what behaviors trigger the “phenomenon of craving,” the things that cause us to be out of control and compulsively use electronic media. We then work the Twelve Steps and tools of the UA program to abstain from such behaviors and activities. In working with a UA sponsor, we include in our first step that we are powerless over time debting due to electronic media and that our lives have become unmanageable. (pass)

\_\_\_\_\_ (name) could you please read Tool 2, Media Sobriety Plan?

### Reading #6 - Tool 2: Media Sobriety Plan

A “Media Sobriety Plan” helps us to abstain from the compulsive use of electronic media and the time drunkenness that follows. A personal plan for electronic media usage guides us in our media decisions, as well as defines what, when, how, where, and why we use our devices. With the help of a sponsor and/or action partner, each member develops their own plan based on an honest appraisal of their compulsive media usage. We continue to re-evaluate our plans to keep ourselves accountable so we don’t rationalize “acting out” and feed the compulsion. Time keeping and the use of a timer are invaluable in applying our sobriety plan to our daily actions. (pass)

\_\_\_\_\_ (name) could you please read Tool 3, Media Replacement Plan?

### Reading #7 - Tool 3: Media Replacement Plan

Because many of us use media as our main source of relaxation and entertainment, we need to find other activities that bring us joy. When we stop compulsively using media, there will be a void. It will be difficult to obtain long-term sobriety if we don't have a plan to fill that void. Therefore, a "Media Replacement Plan" is an important system to create as soon as possible so that we will have enjoyable and healthy activities to replace media. Here are some examples:

#### A. Fun, Pleasure, and Relaxation

We write lists of things we love to do for fun, relaxation, and pleasure and post it where we can see it. We share this plan with our sponsor or media sobriety action partner and use these activities daily in place of our electronic media.

#### B. Connection and Play

We schedule time in our week for play and community. We have often used electronic media as a substitute for true recreation and human connection. We become willing to learn how to play and have more fulfilling relationships with

others. When we are with others, we turn off our electronic media and focus on our loved ones.

#### C. Brain Health Awareness

We exercise our mind in healthy ways whether through study, moderate reading, journaling, or meaningful conversations. We read things that require thought and effort. We may also take classes or workshops to expand our interests and knowledge. We find ways to keep our minds sharp by memorizing phone numbers, poems, etc.—things we used to do before smart phones.

#### D. Creativity

We take time to nourish our own creativity. This may include participating in artistic endeavors such as writing, visual arts, music, theater, dance, singing, etc., or we may direct that creative process toward whatever endeavors fulfill us. (pass)

\_\_\_\_\_ (name) could you please read Tool 4, Daily Body Care Awareness and Adequate Sleep?

### Reading #8 - Tool 4: Daily Body Care Awareness and Adequate Sleep

Media distracts us from taking care of and connecting with our bodies. Our ability to get sober and stay sober from electronic time drunkenness depends on a good night's sleep. Therefore, we suggest setting a media curfew for ourselves and a regular bedtime. We try to keep electronic media out of the bedroom. During the day we stay connected to our bodies, feeding them nourishing food and getting proper exercise and fresh air. We learn to be fully present in our bodies and take time to ground ourselves in the natural world by getting out into nature without our media. We feed all of our senses, allowing ourselves to experience more beauty and pleasure in our lives. When appropriate, we utilize health care and healing providers. (pass)

\_\_\_\_\_ (name) could you please read Tool 5, Media Fasting?

### Reading #9 - Tool 5: Media Fasting

Our compulsive behaviors are unconscious. Sometimes it's helpful to fast from media for a short period of time to find clarity and break the cycle of compulsion. We recommend taking one week to fast from our devices and any media that is not necessary to our businesses or family needs. Some of us have fasted for longer periods of time. We have found that by fasting from media, a few things happen: 1) We begin to see our compulsion more clearly; 2) we start to break the cycle; 3) we begin to connect to ourselves and others in deeper and healthier ways; 4) we stop looking for relief and nourishment from media and instead find these things in our Higher Power and in the vitality of life. (pass)

\_\_\_\_\_ (name) could you please read Tool 6, Meditation?

### Reading #10 - Tool 6: Meditation

We regularly take time to meditate, to feed our spirits in ways that electronic media never could. We find what works for us, whether it is a sitting meditation while noticing our breath, staring at a candle flame, contemplating spiritual material, chanting a mantra, or even walking mindfully in nature. Meditation helps us connect to a Power greater than ourselves which then trains our mind to turn to this Power rather than seek relief through electronic media. (pass)

\_\_\_\_\_ (name) could you please read Tool 7, Tracking and Urge Surfing?

### Reading #11 - Tool 7: Tracking and Urge Surfing

Tracking helps us to uncover the unconscious aspects of our compulsions. We not only track our time, but we also track our urges. We notice what we are thinking and doing when we have the urge to use our media. We first ask our Higher Power to remove the desire and then share it with another person. In this way, we expose our unease and start to see what makes us vulnerable to using electronic media compulsively.

Fighting cravings is like trying to fight waves in the ocean, it's smarter to surf over them. Urge surfing means noticing your urges and simply watching them rise and fall like waves, relaxing, while not responding. Urges usually peak between 20 – 30 minutes. (This is a good place to use your timer.) If we can ride out the wave, it will pass. We have found that every time we surf the urge without acting on it, we get better and better at urge surfing. Urges will show up less over time, and they also become weaker. (pass)

\_\_\_\_\_ (name) could you please read Tool 8, Writing?

### Reading #12 - Tool 8: Writing

Media time drunkenness causes vagueness and avoidance. We don't want to feel discomfort. Most of us have found that writing has been an indispensable tool for working through our emotions. By putting our thoughts and feelings down on paper, we can better understand our actions and reactions in a way that is often not revealed to us by simply thinking or talking about them. In the past, compulsive use of our electronic media was our most common reaction to life and a way to procrastinate going forward with our goals and visions. When we put our difficulties down on paper, it becomes easier to see the situation more clearly and better discern any necessary actions. (pass)

**Moderator:** Thank you all for reading.

**Timekeeper:**

Who will be our timekeeper for today?

**Qualification:**

We will now ask someone who has worked the tool of fasting from any unnecessary media for at least one week to qualify for 5 minutes. *Remember, you don't have to have fasted this week, just that you have taken the challenge before.* Who in the group would like to qualify today on fasting from electronic media and share with us what that experience was like for you and what you learned?

Timekeeper, please give the speaker a 1-minute warning.

Thank you \_\_\_\_\_(name) for qualifying. In a moment I will be asking you to pick a Media Recovery Tool for us to focus on today. Please think about this while we break for the 7th Tradition and announcements.

**Seventh Tradition:**

It is now time for the 7th Tradition and announcements. UA has no dues or fees. We are self-supporting through our own contributions, which are for the development of UA literature, costs incurred by the UA General Service Board, and the maintenance of the UA website at [UnderearnersAnonymous.org](http://UnderearnersAnonymous.org). **Contributions can be made via PayPal** on the new UA webpage [www.contributions@underearnersanonymous.org](http://www.contributions@underearnersanonymous.org) **or by check** to UA, PO Box 1839, New York, NY 10163. Please give what you can, and if you can give nothing at this time, keep coming back because you are more important than your money.

**Announcements:**

Currently we have three UA Freedom from Media Time Drunkenness meetings to help you recover. They are Sundays, at 8:15 AM ET, and Tuesdays and Fridays, at 12 noon ET. You will find them listed on the Underearners Anonymous website.

On the fourth meeting of the month, each of the UA Freedom from Media Time Drunkenness meetings holds its own 15-minute business meeting after the meeting closes. **(Business Meeting Format is at the end of this script)** Please consider attending and taking on a service position. We will be asking for a monthly moderator and dashboard operator for this specific meeting. We need your help and support to keep our meeting vibrant.

We will now take two minutes for announcements. Timekeeper, will you please let us know when two minutes are up? Are there any UA related announcements? **(We have New Number Beginning when it is up on the website (667) 770-1841 Access Code: 8452619 Please announce until the new script is up on the UA website)**

*(If it is **not** the fourth Sunday (Tuesday or Friday) of the month and no one has already volunteered to be newcomer greeter, ask) Who would be willing to serve as Newcomer Greeter after the close of this meeting?*

### **Open Sharing:**

When you share, please tell us your name and, if you're comfortable, your location. This helps to facilitate connection and outreach. Please try to focus your sharing on the tools of recovery from compulsive media usage and how that affects your ability to earn and manifest your life purpose. To maintain the serenity of the meeting, we do not engage in cross talk. We define cross talk as interrupting, directly addressing another speaker, commenting on someone else's share, giving advice, or making suggestions. To keep this meeting safe for all members, we abstain from naming media titles or discussing the specific content of our addictive media. Please do not interrupt the speakers. Please allow the moderator to address all interruptions or issues.

Before we open the meeting for sharing, would our speaker please tell us which tool you have chosen for our group to focus on today? Thank you. Everyone will have up to three minutes to share on the tool of \_\_\_\_\_ or any other tools you wish to share on.

Timekeeper, will you please let the person sharing know when two minutes are up and again at three minutes when their share has ended? For those who are sharing, please acknowledge the timekeeper's warning by saying, "Thank you," and when time is called, please wrap up your share.

I will take three names to begin with. Who would like to speak? Please press Star (\*) 6 to un-mute yourself.

### **Wrap Up at 65 minutes:**

That's all the time we have for sharing today. If you did not have a chance to share at this portion of the meeting, you can share during the fellowship time after we close. I'd like to thank \_\_\_\_\_ for qualifying; \_\_\_\_\_ for keeping time; \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ for doing the readings; \_\_\_\_\_ for being our newcomer greeter, and \_\_\_\_\_ for being our dashboard operator. Again, I'm \_\_\_\_\_. Thank you for letting me serve today as your moderator.

### **Reading #13 – The UA Promises**

Who would be willing to read the UA promises from the UA pamphlet?

We learn in Twelve Step recovery that personal understanding of the events from our past avails us nothing. In other words, the causes we have come to believe or accept for our underearning are not going to help us change our lives. As we work with others in the program, we learn to release our past and focus on today and on the future—on our action steps and on our vision.

We begin to accept ourselves with compassion and to believe that we deserve greater fulfillment and a more prosperous life. As a result of working all aspects of the program, an expanded vision of our lives begins to emerge. We begin to know ourselves better and think about using our true talents. We allow ourselves to want more out of life, and we become willing to take the necessary action to

achieve it. As a result, we are also able to give more to others and our communities, contributing to something larger than ourselves. It has been said that we cannot solve our problems with the same consciousness that created them. Through working the Steps, using the Tools, and giving Service, a shift in our consciousness occurs. We experience more gratitude, greater peace of mind, and acceptance of ourselves. It is as if we have awakened from a deep sleep to a new life more fully realized and expressed. (pass)

### **Number Exchange:**

Before we close the meeting, we'll exchange names for outreach. If you want to contact someone you heard on today's meeting, please call out their names now and we ask those members to say on the call, if they are able, until after the closing. I will also stay on the line after the meeting to facilitate the exchange of numbers. Is there anyone who wants someone's number?

### **Closing:**

In closing, the opinions expressed here today are strictly those of the individuals who gave them. The things we have heard here are spoken in confidence and should be treated as confidential. We do not take outside the meeting whom we hear at the meeting. If we try to absorb what we have heard, we are bound to gain a better understanding of the way to handle our problems and begin to change our lives. Let us talk to each other, reason things out with someone else, and let there be no gossip or criticism of one another, but only Love, Understanding, and Fellowship.

### **Closing Prayer:**

Please un-mute your phone by pressing Star (\*) 6 and will all who care to join me in saying the in 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.*

Thank you everyone for a great meeting.

Are there any non-UA related announcements?

I will now facilitate the phone number exchange for the next 5 minutes. Timekeeper, please let us know when 5 minutes are up.

Please say your phone number one time, slowly and clearly, along with your time zone, which I will then repeat to the group. Also, please let us know if you are available to sponsor, if you need a sponsor or an action partner, or if you just want to leave your number for outreach. First, we have \_\_\_\_\_; your number was requested. *(Repeat until all requested numbers are given or 5 minutes have ended, whichever comes first.)*

(After 5 minutes):

I will now turn the meeting over to our Newcomer Greeter \_\_\_\_\_ (*unless it is the fourth Sunday, Tuesday, or Friday of the month when the moderator turns the meeting over to the business meeting chair*). [NOTE, THE FORMATE FOR BUSINESS MEETING IS ATTACHED BELOW]

## BUSINESS MEETING FORMAT for PHONE MEETINGS

### UA MEDIA RECOVERY 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 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.

- 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