

The SMR Business Meeting Study Group

Report

December 18th

Cochairs: Jim R, Lisa G Vivienne

The minutes of our meetings, our motions and the materials and resources we utilized may be found at <https://www.acamorning.org/study-business-meeting-practices/>

The Study Group meets to discuss the various topics related to the business practices of the Strengthening My Recovery ACA meeting group. Our GOAL is to recommend to the meeting membership, for approval, standardized practices for conducting our business. All members are welcome to participate.

Areas of enquiry

- **Purpose**
The purpose of a business meeting; the purpose of our meeting.
- **Behavioral Agreements**
The rules and guidelines by which we conduct our business
- **A Group Conscience**
The definition; the means by which substantial unanimity is achieved
- **Logistics**
The timing and duration of the business meetings
- **Cochairs**
Their roll; position description
Enlisting the efforts of others
Creating the agenda
Reporting / Emails / Announcements
- **Policies and Procedures**
Our process for proposing new ideas
The business meeting script
- **Other Items**

Recent work

Our focus lately has been on an update of the Business Cochair Position Description. The revision that the Study Group is recommending for adoption by our fellowship has been announced and posted regularly, at our SMR meetings and on our website. In order to have an election to fill the vacant Business Meeting Co-chairs position we would like the members to vote to accept the revised position description, today.

Motion: that the members adopt the newly revised Business Meeting Cochair Position Description.

Upcoming Work

In the weeks and months ahead the Study Group will explore the items listed above, likely beginning with a purpose statement and a business meeting script.

Submitted by Jim R