

AGENDA SMR Business Meeting Study

Wednesday, May 8th, 2024

Attendees:

01. Call to Order [00:00]

Call for the meeting of the Business Meeting Study Group, on the SMR Zoom account.

We open with the Serenity Prayer.

02. Call to Service (*The following attendees offered to be of service*)

- a. Meeting Chairperson -
- b. Recording Secretary -
- c. Timekeeper -
- d. Other (*optional*) -

(Record the meeting) **Not Recorded**

03. Statement of Purpose - read by

*We meet 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.*

04. Compartment Agreements - read by

- Raise hands to be recognized to speak
- Priority is given to those who have yet to speak
- If a point has been made, ask yourself if it needs to be repeated
- Be mindful - do not to distract others with written chats
- Anyone recognized and holding the floor may make a motion
- The Chair may ask if anyone has a motion around an issue
- We will have one minute of silent meditation after a motion has been seconded and discussed, just before voting
- A motion passes with a simple majority (50% + 1)
- We note those participants who voted in the minority and up to three of those members may offer an opinion. If anyone in the majority chooses to change their vote, another vote is taken - asking whether there should be a revote. A revote is final.
- A participant may ask, at any time, to have the Agreements read or may call for a one minute silent meditation break

05. Approval of the Minutes -

The minutes of the **May 5th AND Apr. 10th meetings** have been posted to our website.

They are found at: <https://www.acamorning.org/study-business-meeting-practices/>

The minutes will not be read into the record. Participants may read the minutes and be prepared to voice any concerns.

Motion to approve of the May 5th Minutes - ; 2nd - ;
 Motion to approve of the April 10th Minutes - ; 2nd - ;

- 06. Adoption of the Agenda** - Motion to adopt - ; 2nd - ;
- Guidelines
 - Future Items

07. Open issues (Old Business)

Guidelines

We are still determining which of the statements that are or have been used in our morning meeting script or our Group Conscience meetings will find a place in our **General Guidelines** of our Business Meetings going forward. We can begin to finalize the wording we will be suggesting to the group.

| GENERAL GUIDELINES FOR THE BUSINESS MEETING | |
|---|--|
| | Proposed |
| "Creating safety and comfort in our meeting is a responsibility we share. These guidelines help keep the meeting safe. | "Creating safety and respect in our business meeting is a responsibility we share. Please model emotional sobriety. |
| To speak, please raise your Digital Hand and wait to be recognized by the Chair. | To speak, please raise your Digital Hand and wait to be recognized by the Chair. |
| UNSURE AT THIS TIME: Your host or moderator may mute your mic or turn off your video to minimize distractions. | |
| To ensure that everyone has a chance to speak, the Chair may recognize participants outside of the 'raised hand' lineup. (BRB 595) Priority is given to those who have yet to speak | Priority is given to those who have not yet spoken. |
| If a point has been made, ask yourself if it needs to be repeated | If a point has been made, ask yourself if it needs to be repeated. |
| NOTE: From the GC Script - Some type of timing would be desirable. Flexibility may be needed. Speaking times may be limited: <ul style="list-style-type: none"> - two minutes for those giving reports and - one minute for questions or comments | Speaking times may be limited: During our Reports <ul style="list-style-type: none"> - Two to three minutes for those giving reports and - one minute for questions or comments and answers |

| | |
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| | During our Business Discussions - |
| NOTE: Language from the GC Script. General crosstalk rules will not apply since we will be discussing business. Respect for the speaker was stressed. Question - would we disable the Chat? Do not interrupt anyone who may be speaking, including with chats | |
| NOTE: We reviewed the language of the 'Welcome' Looked at the facets of emotional sobriety, in particular acting/reacting Please model emotional sobriety, so as to avoid disruptions (NOTE - acting rather than reacting) Motion Eric: 2nd: Lin - to not include this language. Motion passed. It was suggested that sobriety might be worked into the safety sentence above. | |

Creating safety and respect in our business meeting is a responsibility we share. Please be mindful. To the best of your ability, model emotional sobriety.

- Mute your audio when you are not speaking.
- Turn off your video when moving around or doing other activities while listening.
- Also, do not to distract others with written chats

To speak:

Please raise your Digital Hand and wait to be recognized by the Chair. Priority is given to those who have not yet spoken. And, if a point has been made, ask yourself if it needs to be repeated.

Speaking times may be limited:

During our Reports

- Two to three minutes for those giving reports and
- one minute for questions or comments and answers

During our Business Discussions

-

We are still asking ourselves if some version of the following statements would be included. Those we liked will be added in the **Proposed** column. *Also, it was suggested that arrangement of these statements be thoughtful, perhaps being grouped by procedural guidelines and comportment guidelines.*

| Group Comfort Rules and Guidelines from the SMR Meditation Meeting script | SMR General Guidelines Highlights from GC Business Meeting script | Proposed |
|--|--|--|
| What you hear at this meeting should remain at the meeting. We do not talk about another person's story or experiences to other people. Please respect the anonymity of those who share with us today. | | |
| Please be mindful. To minimize distractions, turn off your video when moving around or doing other activities while listening. Also, mute your audio when you are not speaking. | Be mindful - do not to distract others with written chats | Please be mindful. <ul style="list-style-type: none"> ● Mute your audio when you are not speaking. ● Turn off your video when moving around or doing other activities while listening. ● Also, do not to distract others with written chats |
| | Anyone recognized and holding the floor may make a motion | |
| | The Chair may ask if anyone has a motion around an issue | |
| | We will have one minute of silent meditation after a motion has been seconded and discussed, just before voting | |
| | A motion passes with a simple majority (50% + 1, of the total yes and no votes cast) | |
| | We note those participants who voted in the minority and up to three of those members may offer an opinion. If anyone in the majority chooses to change their vote, another vote is taken - <u>asking whether there should be a revote</u> . A revote is final. | |

| | | |
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| | At any time, anyone may ask for the Guidelines to be read, or for one minute of silent meditation | At any time, anyone may ask for the Guidelines to be read, or for one minute of silent meditation |
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Future Items

1. From September...

Motion 2023_0910_2: Limiting the time of Business Meetings.

Motion: We recommend limiting the length of business meeting to not extend beyond one hour (Stephen)

Background: Discussion included consideration that the length could be much shorter than one hour. Also, we discussed limiting the length of time for the introductions, which would include a welcome, prayer(s), readings and behavioral guidelines. Possibly kept to 6 minutes.

Second: Lisa

Decision: Postponed for future consideration.

2. Another item we may want to reach agreement on - **establishing the Traditions as the Self-care reading on the day of the Business Meeting**

08. New Business

09. Adjournment [00:00]

Motion to Adjourn:., Seconded:

Closing prayer

Next meeting: **Sunday, June 2nd**

Minutes submitted by:

If you have comments about the Business Meeting Study or our general SMR business practices, or would like to add to the agenda, please write to:

*Jim at 12steps4jimr@gmail.com, subject line: **Biz Mtg Study.***