

# BUSINESS MEETING AGENDA

## A. CALL TO ORDER - Serenity Prayer

1. Roll Call
2. Reading of minutes of \_\_\_\_\_ meeting.
3. Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve minutes of above meeting.

## B. OLD BUSINESS

1. Committee reports
  - a. Treasurer Committee
  - b. Literature Committee
  - c. Phone List Committee
  - d. Entertainment / Activities Committee
  - e. \_\_\_\_\_
2. Group Rep Report
3. 7<sup>th</sup> Tradition Contribution to local CoDA Community, State Region, World Fellowship
4. Election of Alternate \_\_\_\_\_
5. Election of Officer \_\_\_\_\_
6. \_\_\_\_\_

## C. NEW BUSINESS

1. \_\_\_\_\_
2. \_\_\_\_\_

- \* Meeting to last no more that 30 minutes.
- \* Agenda items have 5 minutes for discussion only.
- \* A timer with a bell is used to keep track of all times.
- \* It takes 3/4 of the group to approve all changes.
- \* 30 days must pass before a meeting format can be changed by the 3/4 rule.
- \* The Chair has a vote only in a tie breaker.
- \* The person chairing the meeting can temporarily give up the chair position to another to become active in an agenda decision. Once the vote has been taken on the item, the chair position will return to the original chair person.