**Suggested Group Conscience Format**

1. **The Chairperson calls the meeting to order.**
2. **The Serenity Prayer posted and read.**

God grant us the serenity to accept the things we cannot change,

the courage to change the things we can

and the wisdom to know the difference.

1. **The Twelve Traditions of Alcoholics Anonymous posted and read (found in The Big Book of Alcoholics Anonymous appendix I).**

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. Unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. 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.
13. **Nominations for and elections of new officers for those positions which have or are about to become vacant** (positions to become effective after group conscious meeting).
14. **HOST DUTIES**:

**Establish conference call at least 15 minutes** before and maintain the call at least 15 after meeting (if longer – great). Administer the call as detailed in the "How To Tech Host" guidance found at aaonlinemeeting website.

1. **CHAIR DUTIES**: Facilitate the meeting using the current version of the format (download from aaonlinemeeting website). Copy and paste the reading (repost relevant parts when new people come into meeting). Update the "chair picks up reading here" link in the format.

 **C. \*\*Ask if there is a secretary. If so, tell them to paste last month’s secretary report and read it. If not, vote for one and read duties. \*\***

**SECRETARY DUTIES**: Record the group conscience (using The Secretaries Templet found at aaonlinemeeting website). Deliver it to the web manager for posting on the website.

**D.** **\*\*Ask if there is a GSR. If so, tell them to read the report. If not, vote for one.\*\***

 **GSR DUTIES**: Represent the group conscience at intergroup. Report on intergroup activities to the group.

1. **The Chairperson asks if there is any:**

a) Old business - as reported in the minutes, is dealt with in order of appearance.

b) New business - is dealt with in the order in which it was suggested.

1. **Confirmation of the date and time of the next Group Conscience meeting.**
2. **The meeting is closed with a Prayer.**

Decisions shall be reached transparently by discussion, vote, and whenever possible by substantial unanimity.

**Voting**

1. Any present member may propose a motion.
2. Any other present member may second the motion.
3. Motions are made and seconded, then discussed.
4. All present may speak to the issue during discussion.
5. All present who wish to speak must be heard.
6. When the vote is called:
* All in favor say "Aye".
* All opposed say "Nay".
1. After a vote, the members voting in minority may speak to try to convince the majority to reconsider the motion.
2. A motion to reconsider can be called only by someone who voted in the majority (no second required). If the original minority loses a second time the vote stands.