

OXFORD HOUSE

Meeting Procedure (Regular Meeting)

- 1. Call Meeting to Order (Open with Serenity Prayer)**
- 2. Roll Call by Secretary**
 - Determine excused and unexcused absences
- 3. Open Meeting with a Reading of an Oxford House Tradition each week.**
 - Each Member can be asked to read a paragraph.
- 4. Read Minutes of the Last Meeting or Emergency Meeting.**
 - Ask if there are any corrections or addition.
 - Ask for **MOTION** to Accept as Read or Accept as Corrected, if there are any additions or corrections.
- 5. Treasurer's Report**
 - All receipts, unpaid bills, and House check book(s) should be available at the Meeting for all Members to review and comment.
 - Bills owed, or future expenses should be presented an **MOTION** made to allocate necessary funds.
 - Ask for corrections or additions to Finance Report.
 - Ask for **MOTION** to Accept as Read or Accept as Corrected.
- 6. Comptroller's Report**
 - Past Due E.E.S. by Members may be discussed at this time.
 - MOTION** to take Action may also be in order at this time.
- 7. Coordinator's Report**
 - List each person's chore detail for previous week and state completed.
 - MOTION** to Accept as Read or Accept as Corrected Coordinator's Report
 - List and Assign Next Weeks chore details.
- 8. Housing Services Report**
 - List any prospective interviews, or review Applications received.
 - Discuss any upcoming events. (Chapter or HSR Meetings)
 - List any Communications with Treatment Centers.
- 9. Old Business**
 - Any business that was discussed previously. Last week's New Business is this week's Old Business.
 - Reports from Members assigned specific tasks at previous meeting(s).
- 10. New Business**
 - Any matters that have not been discussed previously.
 - Any Member may bring up New Business.
 - MOTIONS** must be made to take action.
 - Assign specific tasks to individual Members for follow-up on business not acted upon as of this Meeting.
 - Discuss vacancy information that the Secretary needs to update on the website by logging into www.oxfordhouse.org/udate immediately following the meeting.
- 11. Adjournment**
 - President may ask for a **MOTION to ADJOURN**.