

# MIAMI B.D.A. BUSINESS MEETING

## NOTES TO Business Chair:

-Please arrive on the Zoom line 5-7 minutes before the meeting time.

-Please try to contact anyone giving a report before the meeting day. (Treasurer, GSR, etc)

After introductions etc, start the business meeting:

- Introduce self and open with the Serenity Prayer
- (Business Chair sets the timer for 20 minutes, providing a 1 minute warning.)
- (Business Chair reminds everyone to remain muted when not speaking, and to raise their hands when asking a question.)
- (Business Chair asks for meeting scribe.)
- Read: **“We attend business meetings that are held monthly. Many of us have long harbored feelings that “business” was not a part of our lives, but for “others” more qualified. Yet participation in running our own program teaches us how our organization operates, and also helps us to become responsible for our own recovery.” — Tenth Tool of Debtors Anonymous**
- Reading & approval of last business meeting minutes
  - o Make a motion to accept minutes
  - o Ask for motion to be seconded
  - o Ask if anyone opposed to approving minutes
  - o After motion passes, next
- Treasurers report
  - o After treasurers report, ask if anyone has any questions about report
  - o After questions, ask for motion to approve treasurers report
  - o Ask for motion to be seconded
  - o Ask if anyone opposed to approving treasurer report
  - o After motion passes, next
- GSR report
  - o No approval of report needed. However, there may be motions that are generated out of the report. Address as needed during New Business
- Tech Host report
  - o No approval of report needed. However, there may be motions that are generated out of the report. Address as needed during New Business
- PI (Public Information) Report
  - o No approval of report needed. However, there may be motions that are generated out of the report. Address as needed during New Business
- ISR Report
  - o No approval of report needed. However, there may be motions that are generated out of the report. Address as needed during New Business
- Elections

- Elections are held every 1 year, or as needed
  - Ask for nominations or volunteers
  - All must be seconded
  - Easiest to ask for any NO votes first.
- Old Business
  - Address according to minutes
- New Business
  - As time allows

(It may at times be necessary to extend the business meeting. Ask the group what it would like to do, maybe 5 or 10 minutes or enough time to finish a vote, etc.)

- Needs a motion & seconded
  - Best to ask how many are voting NO, first
- Let's end with the Serenity Prayer.
- Turn meeting back over to Meeting Chair.