

# Business Meeting Format for Group Conscience on Specific Issue

Let us open with the Serenity Prayer.

May we have a timekeeper please?

This meeting lasts \_\_\_\_\_ minutes unless a motion is made to continue.

The purpose of this meeting is to take a group conscience on [# and description] issues:

1. Typically the issue has been announced at two meetings and the Business Meeting and group conscience takes place at the third meeting. The Secretary or the member who is presenting the issue to be voted on gives full details of the matter to be voted on, then asks for a motion to be made on the issue. Secretary repeats wording of the motion and asks for a second. If there is no second, the motion is dropped. If there is a second, the Secretary calls for three pros and three cons (number subject to change depending on complexity of issue), alternating between pros and cons. After discussion, an informed group conscience is taken. If it is a controversial matter or issue on which further information is required, the group conscience may be tabled to a later meeting date; the date to which the matter is tabled must be specified.
2. Issue #2
3. Issue #2 etc.

Close meeting with Serenity Prayer.

## Simplified Robert's Rules for Meeting.

### **Motions (Robert's Rules)**

1. Chair may not make or second a motion. However, Chair may entertain a motion – ask for a motion to be made.

2. Motion is made then seconded.

3. Chair asks for Discussion – traditionally 3 pros and 3 cons, alternating between pros and cons.

4. After discussion the Chair restates the motion and takes the vote.

Voters count off.

5. Motion carries or fails by simple majority (50% of those voting+1), unless otherwise previously decided (e.g., 2/3 majority of those voting). Abstentions are not included in figuring the percentages.

6. Always make sure to complete motion on table before making another motion.

7. To amend a motion, ask person presenting the motion whether they accept the amendment. Then state the amended motion and vote on amended motion.

8. Everything that comes up is put into motion form, then seconded and discussed at a business meeting.

9. There are some issues that are not yet ready for motion or group conscience. For example, where research is needed, or where controversy may appear, it is appropriate for discussion to begin and views aired. The Chair then may ask for research and prayer and the issues to be tabled for next business meeting (specific date of next meeting is established).