

1 **Underearners Anonymous Business Meeting Format**

2 Leader: Will all who care to please join me in the Serenity Prayer:

3 *“God, grant me the serenity to accept the things I cannot change, the courage to*
4 *change the things I can, and the wisdom to know the difference.”*

5 The Business Meeting will be timed for 20 Minutes. Is there someone who is willing to
6 take notes (*if there is not a business meeting secretary*)?

7 *Suggested:* Read 12 Traditions or Tradition of the month

8 We will begin the Business Meeting with 2-minute timed reports from our Officers:

9 **Officers Reports**

10 Secretary’s Report

11 Treasurer’s Report

12 GSR Report

13 Intergroup Rep Report

14 Elections (If any)

15 **Old Business (6 Total Minutes)**

16 Each motion needs to be seconded. We will have a total of 4 minutes for two pros and
17 two cons (one minute for each pro and con) presented before there can be a vote taken
18 on the motion. Once the pros and cons are over, we will need someone to call the vote.
19 Votes will be taken.

20 **New Business (6 Total Minutes)**

21 Each motion needs to be seconded. We will have a total of 4 minutes for two pros and
22 two cons (one minute for each pro and con) presented before there can be a vote taken
23 on the motion. Once the pros and cons are over, we will need someone to call the vote.
24 Votes will be taken.

25 Once all Old Business and/or New Business has been concluded, a motion to close the
26 business meeting needs to be made and requires a second to the motion, and then a
27 vote to close the meeting.

28 Leader: I will now turn the meeting back over to the moderator. Thank you for allowing
29 me to be of service.

30

31 It is suggested that each service positions has clearly outlined:

32 Duties and Responsibilities

33 Term of service

34 Requirements and Qualifications (i.e. solvency of 1 year for treasurer, has been in
35 program for 6-12 months, attends the meeting at least 3 times a week, is keeping track
36 of their time, is actively working with a UA sponsor who worked the steps in UA, etc.)

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