

SUGGESTED GROUP BUSINESS MEETING FORMAT*

Welcome to the business meeting for the (_____) group of Cocaine Anonymous. My name is (_____) and I am an addict. I am also the _____ for this group. Would you please join me in a moment of silence followed by the Serenity Prayer?

Let's go around the room and introduce ourselves. Please state your name and any group service position(s) you might hold.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read them for us.

Would (_____) please read the minutes of our last business meeting? *[If written minutes have been circulated, reading may be waived by unanimous consent.]*

The floor is now open for any corrections to the minutes. *[Pause to allow members to raise hands for recognition; any corrections are taken in order and noted by the Secretary.]*

I will now entertain a motion to accept the minutes as read (or amended). *[Motion is made and seconded, any discussion is heard and then members vote; a simple majority is required to approve the minutes.]*

Would anyone like to be added to the agenda for new business or open discussion? *[Pause to allow members to raise hands for recognition; new agenda items are noted by the Secretary.]*

We will now move through the rest of our agenda:

Group Servant Reports**

- **GSR** *[Reports on District and/or Area meeting(s) attended]*
- **Alternate GSR** *[Reports on District and/or Area meeting(s) attended in absence of GSR]*
- **Secretary** *[Reports on how the meeting is going]*
- **Treasurer** *[Gives detailed financial report, typically including the following information]****
 - Beginning balance of group treasury \$ _____
 - Funds collected since last business meeting: \$ _____
 - Expenses paid \$ _____
 - Donations to District/Area/World \$ _____
 - Ending balance of group treasury \$ _____*[Motion required to approve Treasurer's report]*
- **Additional Group Servants** (For example, Chips & Literature, Clean Up, Coffee Maker, Greeter, Set Up, etc.)

Old Business

[Based on previous month's new business and any previously tabled or otherwise outstanding motions. When old business has been completed, move directly into new business.]

New Business

- *Any new motions to be made for the group.*
- *Nominations and voting for open group service positions.*
- *Any matters brought from District and/or Area that need to be discussed and/or voted on (for example, pending motions, election of new District and/or Area trusted servants, etc.)*

[Motion required to close new business]

Open Discussion

[Any questions or additional concerns to be discussed by the group which do not require a vote]

[Motion to close business meeting, unless it automatically ends at a specified time.]

We will now close with the Serenity Prayer.

***Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.” (C.A. World Service Manual, 2019 edition, page 17.)*

***C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc.” (C.A. World Service Manual, 2019 edition, page 17.) The size of the group should be taken into consideration when determining which additional service positions to fill. Ideally, no group member should hold more than one service commitment, but such decisions are up to the group conscience. Responsibilities may also be transferred from one position to another in accordance with the group conscience.*

****For additional information, please refer to The 7th Tradition (Where Does the Money Go?), which can be found in the Literature section of the C.A. World Services website, www.ca.org.*