Chapter Meeting Procedure

1. Call Meeting to order with serenity prayer

a. Call out start time
b. Reminder for Newcomer Orientation following meeting
c. Announce agenda for the meeting

2. Roll Call

a. Roll call of Houses present; ask for motion to fine absent houses
b. Individual introductions, including what house, how long, and position on House, Chapter, and Association level

3. Reading of the "Chapter Principles"

Three principles underlie the formation and operation of Oxford House Chapters and explain why individual Oxford Houses group together to start Chapters:

1. Oxford Houses share their experience, strength, and hope with each other.

2. The common welfare of Oxford House requires that all Oxford Houses follow the conditions of their charter.

3. Oxford House Chapters foster expansion of the number of Oxford Houses in order to provide safe, sober, supportive living environments for a greater number of individuals recovering from alcoholism and drug addiction.

4. Read minutes of last meeting

a. Ask for corrections or additions
b. Ask for a MOTION to accept as read or corrected

5. Treasurer's report

a. Beginning balance, money deposited, money spent, and ending balance
b. Money to be deposited, money to be spent.
c. Ask for any corrections or additions to financial report

d. Ask for a MOTION to accept as read or corrected

6. Comptroller Report

a. Report on Chapter dues owed, paid and fines assessed
b. Report on any loan balance and payments made
c. Ask for a MOTION to accept as read or corrected

7. Chairperson Report

a. Report Chapter activities since last meeting
b. Report on Regional Association activities since last meeting

8. Vice Chairperson Report

a. Report on activities since last meeting
b. Report on Phone and Email Checks

9. Chapter House Services Chair Report

a. Discuss previous HSC meeting
b. Discuss opening new houses and training new members
c. Discuss visits to houses. Include monthly evaluations and/or struggling houses that need assistance and assign committee to help

10. House Summary Reports

a. Have each house read their report
b. Remind houses to turn in report to the Secretary
c. Discuss any concerns or acknowledgements with the house

11. Old Business

a. Discuss any unresolved business or tabled motions

12. New Business

a. Ask the houses for any updates
b. Ask the Outreach Worker for any updates
c. Discuss and vote on any business topics

ASK FOR A MOTION TO ADJOURN (call out time)