

## **SAMPLE INTERGROUP MEETING AGENDA**

This is a basic outline of the items discussed at the Sacramento Valley Intergroup of Overeaters meetings held the second Tuesday of every month. An actual agenda may have more information on each subject. For example the Continuing Business will have information carried over from previous meetings.

1. **Conducting:** Gather in a circle and recite the Serenity Prayer
2. **Reading:** 12 Steps, 12 Traditions or 12 Concepts of Service
3. **Roll call and count for quorum:** Board, Committee Chairs, intergroup Representatives, and guests.
4. **Introductions:** State your first name and the IG position or meeting you represent.
5. **Review and approval of minutes from last month:** All in favor, Against, Abstain
6. **Board Reports:**
  - Chair:**
  - Vice-Chair:**
  - Secretary:**
  - Treasurer:**
  - Region 2:**
  - World Service:**
  - Webmaster:**
7. **Committee Reports:**

Please try to be Concise (2 minutes per report).

If you are unable to attend the meeting, please email your report to the chair before the next IG meeting.

  - a. Answer Phone:
  - b. Events:
  - c. Elections Committee:
  - d. Group Growth:
  - e. Literature:
  - f. Media:
  - g. Newsletter
  - h. OA HOW
  - i. Professional Outreach:
  - j. Public Information:
  - k. Retreat:
  - l. Speaker List:
  - m. 12<sup>th</sup> Step Within:
  - n. Young People:
8. **New Group Concerns and Announcements** (This NOT New Business Items):
9. **Continuing Business:**
10. **New Business:** (Steps: Motion, 2<sup>nd</sup> to motion, discussion of 1 minute/person Vote)
11. **Close Meeting** – Stillness and Prayer

### **Notes:**

Keep It Simple – Raise your hand to speak.

Guidelines – Making A Motion to Begin Discussion

1. Member makes a Motion regarding a topic that has been brought to the floor.
2. Another Member seconds the Motion
3. The Members speak to the Motions stated, debating the pros and cons of the Motion
4. The Chair ends debate and states the questions. The members vote.
5. The Chair announces the result of the vote.