

OXFORD HOUSE

CHAPTER MEETING AGENDA

- 1. CALL MEETING TO ORDER AT SPECIFIED TIME**
- 2. OPEN MEETING WITH READING OF THE THREE PRINCIPLES**
 - Each Member can be asked to read a paragraph.
- 3. ROLL CALL OF HOUSES BY SECRETARY**
 - Report the number of vacancies
 - State the financial condition of the house
- 4. READ MINUTES OF LAST MEETING OR EMERGENCY MEETING**
 - Ask if there are any corrections or additions.
 - Ask for a motion to Accept as Read or Accept as Corrected if there are any additions or corrections.
- 5. TREASURER'S REPORT**
 - All receipts, unpaid bills, and Chapter check book(s) should be available at the Meeting for all Members to review and comment.
 - Ask for corrections or additions to Finance Report.
 - Ask for a motion to Accept as Read or Accept as Corrected.
- 6. OLD BUSINESS**
 - Any business that was discussed previously. Last month's New Business is this month's Old Business.
 - Reports from Members assigned specific tasks at previous meeting(s).
 - Chairperson may ask for a report from the Housing Services Committee
- 7. NEW BUSINESS**
 - Any matters that have not been discussed previously.
 - Any Member may bring up new business.
 - Motions must be made to take action.
 - Assign specific Tasks to individual Members for follow-up on business not acted upon.
- 8. FORA REPORT**
- 9. ADJOURNMENT**
 - President may ask for a Motion to Adjourn.
 - President may state:..."if there is no further Business, this Meeting of Oxford House Chapter () is Adjourned"