

OXFORD HOUSE STATE ASSOC. MEETING

Meeting Procedure

1. Call Meeting to Order

-Call out start time and open with serenity prayer

2. Roll Call by Secretary

3. Open Meeting with reading an Oxford House Traditions and Principles

4. Read Minutes of the Last Meeting

-Ask if there are any corrections or addition.

-Ask for **MOTION** to Accept as Read or Accept as Corrected, if there are any additions or corrections.

5. Treasurer's Report

-Report of Checking and Savings Accounts balances, deposits, and expenditures since last meeting.

-Report on State Dues and Current Balance of each Chapter.

-Bills owed, or future expenses should be presented and a **MOTION** made to allocate necessary funds.

-Ask for corrections or additions to Finance Report.

-Ask for **MOTION** to Accept as Read or Accept as Corrected.

6. Alumni Report

-Report on any Oxford House alumni activity since last meeting.

7. Housing Services Report - East

-Report on any Oxford House activity since last meeting.

8. Housing Services Report - West

-Report on any Oxford House activity since last meeting.

9. Re-Entry Report

-Report on any Oxford House activity since last meeting.

10. World Council Report

-Report on any Oxford House activity since last meeting.

11. Chapter Summary Reports

-Ask each Chapter Chair to read report.

-Discuss any concerns.

-Ask Chapter Summary Reports and Audits to be turned into State Secretary.

12. FORA Report

13. Old Business

-Discuss any unresolved business or tabled motions.

14. New Business

-Discuss any new business

ASK FOR A MOTION TO ADJOURN. (call out time)