

## Business Meeting Format

Sangha Practice is an essential part of the Recovery Dharma Program. Business meetings are a powerful practice to cultivate our connection to our wisest intentions and to practice acting and speaking skillfully. Here are some basic outlines for formats. We hope to include other resources for examples of decision making procedures (how to count a vote) in other documents.

### Basic Business Meeting Format for Sanghas and Intersanghas

Item	Purpose	Actions
<b>Gather</b>	Welcome, Centered in this moment, Remember that this is an aspect of our practice.	Ring the bell, light candle, read the Core Intentions, Brief silent sit
<b>Role Call</b>	Confirm that a sufficient number of people have shown up to the meeting (Quorum). Record who was involved in the decision. Can be verbal or just recorded by secretary	Secretary records who is in attendance in minutes (first names, number of people, or groups represented)
<b>Approve Minutes</b>	Review helps to ensure everyone remembers the same thing. Best if sent out immediately following the previous meeting so members can review.	A member moves to approve, then vote
<b>Reports</b>	Groups or Committees report on their activity and progress that relates to the whole group. This helps everyone make fully informed decisions later in the meeting. If a committee has a proposal that needs the meeting's approval, then it is placed into "New Business" for discussion and decision.	<ul style="list-style-type: none"> <li>● Written or verbal</li> <li>● Clarifying questions</li> <li>● Defer deeper discussion to decision-making portion of meeting</li> </ul>
<b>Old Business</b>	Decisions and Discussions that were "tabled" at previous meetings	See Decision Making Processes
<b>New Business</b>	Decisions and discussions brought up by committees or members	See Decision Making Process
<b>Review</b>	Review decisions and action items	Secretary confirms
<b>Announce</b>	Next meeting time, date and place Other announcements that didn't fit in reports	Popcorn
<b>Close</b>	Dedication of merit, ringing of bell, blowing out candle, or answer simple question/single word	Go-round

## **The Vote / The Decision**

RD Groups use a variety of methods to reach and record their final decisions. There are a few options. The most commonly used are (Not necessarily in this order)

- Roberts Rules
- Consensus
- Modified Consensus (Consensus minus one or minus two)