

# **South Carolina 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

## **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. Outreach report**

## **12. Old Business**

- a. Discuss any unresolved business or tabled motions

## **13. New Business**

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