Monday 7pm Big Book Literature Meeting
Group Conscience Format

Two weeks before announce the meeting, time and place, and purpose for the group conscience by emailing group members and renouncing at the meeting before the GC.

Before the meeting begins, assign a time keeper. It is customary for this person to set a timer when the speaker begins and hold a sign saying "time" to quietly alert the speaker their time has ended. It is also recommended another member be chosen to read the Traditions.

Opening: "Welcome to the Monday 7pm Big Book Literature Meeting Group Conscience. Before we begin the discussion please help me start this with a moment of silence to use as you wish followed by the reading of the Traditions (short form.)

"We are here to discuss and decide upon _____(state the topic)___."

"This group decided that:
• Members will raise their hands to share and the chairperson will call on them.
• Members can share for 3 minutes and again after everyone else has shared.
• A time keeper will remind the speaker when their time is up.
• Both in-person and Zoom members may share.
• A vote, by show of hands, at the end of the sharing will decide the outcome.
• This topic cannot be recalled for a vote for 3 months."

"Please respect the speaker by listening and then raising your hand to share"

Begin discussion: "I called this meeting because _(the person who called the meeting shares their experience/concern/request)__ .

"I will now ask for comments and questions from others"

After all have shared at least once or no new comments are offered, close the comment time and prepare to vote.

Voting:"We will now have a moment of silence before the vote to consider what we have heard." Ask for a show of hands in favor, against, abstained.

Closing: Thank all for participating. Close with the AA Responsibility Statement (as follows):   "I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there. And for that I am responsible."

Note: If necessary, the decision can be recorded in the meeting format folder.

This format voted on at a business meeting 4/3/23.