

Protocol for Intergroup Phone Meetings

1. **Taking attendance** - Prior to Intergroup meetings, reps will advise the Secretary or Chair who will be representing their meeting. Reps can call in up to 10 minutes before the meeting starts. The secretary will take a roll call after the Serenity Prayer.
2. **Voting** - Each meeting has one vote, regardless of how many reps attend Intergroup on its behalf. In order to save time and keep the calls efficient, once a motion is made, seconded, and discussion is complete, the Secretary will automatically begin taking the vote, recording only "nay" or "abstaining" votes.
3. **Sharing** – We limit the length of our sharing so that everyone has a chance to speak. After sharing is finished each Rep will say, “pass”. If needed, the Chair may request a member to serve as a time keeper.
4. **Courtesy** – Phones, except those of the Chair and Secretary will remain muted (*6) unless a vote is being taken so that outside distractions will be kept to a minimum.
5. **New Business** –The agenda will be sent to the reps before the meeting. Items for new business will be accepted in advance or from the floor. Discussion and voting on new business may be deferred for Intergroup face-to-face meetings, depending on time constraints.
6. **Minority Opinion** – According to the concepts, all opinions, including minority opinions, will be welcomed and heard, as time allows.