

OXFORD HOUSE CHAPTER MEETING FORMAT

- 1. Chapter Chairperson calls the meeting to order at a specified time**
- 2. Roll Call by Chapter Secretary**
 - Call houses alphabetically and indicate name and office of voting representative for house (house president or house approved alternate).
- 3. Chairperson has the 3 Chapter Principles read in brief and 1 Principle per meeting read in full (p. 4-7 Chapter Manual)**
- 4. Chairperson calls for introduction of all members: name, house, and office (if any)**
- 5. Secretary reads minutes of last regular monthly chapter meeting**
 - After secretary's minutes are read in full, chairperson asks if there are any corrections.
 - If there are corrections suggested to the minutes, they must be motioned, seconded, and approved by vote unless the chairperson establishes that there are no objections to the suggested corrections.
 - Once corrections have been approved or if there are no corrections, the chairperson asks for a motion to accept the minutes as corrected or as read, depending on which applies.
 - The motion requires a second and then the chairperson calls for a vote (1 vote per house).
- 6. Chapter Treasurer's Report**
 - Treasurer calls for chapter dues (and fines if applicable).
 - Treasurer confirms electronic payment of revolving loan from all houses that have outstanding balances.
 - Treasurer confirms electronic payment of \$50 monthly Oxford House World Services dues from all houses.
 - All payments or missing payments should be announced and recorded by secretary.
 - Past due chapter dues, fines, and/or revolving loans may be discussed at this time.
 - Chapter checkbook should be available for members to review.
 - Treasurer must have a copy of report for each house.
 - Treasurer presents report according to financial report form.
 - If a chapter audit was scheduled since last chapter meeting, treasurer presents the results.
 - After treasurer presents report, chairperson asks if there are any corrections.
 - Once corrections have been approved or if there are no corrections, the chairperson asks for a motion to accept the minutes as corrected or as read, depending on which applies.
- 7. Chairperson's Report**
- 8. Vice-Chairperson's Report**
- 9. Housing Service Committee Chairperson's Report**
- 10. House Reports**
 - Secretary calls for house reports in alphabetical order.
 - Each house representative presents the following:
 - A monthly financial report (to include the status of unpaid bills).
 - A monthly activity report.
 - A brief report on how the house is doing, if there are any problems, are members current or behind on rent, names of evicted members, etc.
 - Reports should be passed around for all members to review. Chapter treasurer keeps financial reports and chapter secretary keeps activity reports.
 - If anyone has questions for a house representative they may be addressed at this time.
- 10. Old Business**
 - Any business that was discussed but unfinished from a previous meeting.
- 11. New Business**
 - Any matters that have not been discussed previously.
 - Any member may bring up new business.
 - A motion must be made to take action.
- 12. Adjournment**
 - When business has been concluded Chairperson calls for a motion to adjourn.
 - Chairperson states the time and location of the next chapter meeting.