

Oxford House Meeting Agenda (Regular Meeting)

1. CALL MEETING TO ORDER AT SPECIFIED TIME

2. ROLL CALL BY SECRETARY

- Determine excused and unexcused absences.

3. OPEN MEETING WITH A READING OF AN OXFORD HOUSE TRADITION EACH WEEK

- Each Member can be asked to read a paragraph.

4. SECRETARY'S REPORT

- Read minutes of last regular weekly meeting or emergency meeting.
- Ask if there are any additions or corrections to Secretary's Minutes.
- Ask for Motion to Accept as Read or Accept as Corrected, if there are any additions or corrections.
- Ask if house vacancies have been updated on national website and if house email has been checked.

6. TREASURER'S REPORT

- All receipts, unpaid bills, and House checkbook should be available at the Meeting for all Members to review and comment.
- Ask if there are any additions or corrections to Finance Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

7. COMPTROLLER'S REPORT

- Past due rent by Members may be discussed at this time.
- Motion to take Action may also be in order at this time.
- Bills owed, or future expenses should be presented and Motion made to allocate necessary funds.
- Ask if there are any additions or corrections to Comptroller's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

8. COORDINATOR'S REPORT

- List each person's chore detail for previous week and state whether completed.
- List and Assign Next Weeks chore details...
- Ask if there are any additions or corrections to Coordinator's Report.
- Ask for Motion to Accept as Read or Accept as Corrected.

9. OLD BUSINESS

- Any business that was discussed previously but is unfinished from any prior meeting.
- Review any ongoing contracts – probation or behavioral.
- Reports from Members assigned specific tasks at previous meeting(s).

10. NEW BUSINESS

- Any matters that have not been discussed previously.
- Any Member may bring up new business.
- Motions must be made to take action.
- Assign specific Tasks to individual Members for follow-up on business not acted upon.

11. ADJOURNMENT

- President may ask for a Motion to Adjourn or President may state, "If there is no further business, this meeting of Oxford House - _____ is adjourned"...

[An informal group meeting of individual sharing may follow.]

Standard Oxford House forms make it easier to detail and present reports

**OXFORD HOUSE
BASIC PARLIAMENTARY PROCEDURES**

1. MAKE AN AGENDA AND FOLLOW IT.

- Agenda should be available to all members before the start of the Meeting.

2. A MOTION IS A FORMAL PROPOSAL MADE IN A MEETING.

- The language by a Member is: ...“I Move to“
- Requires a “**Second**” by another Member in order to proceed.
- All **Motions** are followed by **Discussion**
- To **Close Discussion**, a member may call for a **Vote**
- The President may limit the time for **Discussion** (i.e. 5 minutes)
- The President may call for a **Vote** by saying:
...“If there is no further Discussion, all those in favor, all those opposed...”
- A Vote must be taken. No member should abstain.

3. ONCE A VOTE IS TAKEN AND ANNOUNCED, THE SUBJECT IS CLOSED.

- An **Amendment** (a change, substitution, or addition) to the original motion may be formally made later to change a Motion.
- An **Amendment** requires a **Second**, a **Discussion**, and a **Vote**.

4. TABLING A MOTION.

- After a **Motion** has been made, **Seconded**, but during **Discussion**, if it is decided that further information or investigation is required, a **Motion** can be made to **Table**.
- Language: ...“I move to table the motion until (Specific Time)...”
- Requires a **Second**, and a **Vote**.
- There is no **Discussion** and the original Motion is **Closed**
- If the Tabling Motion is defeated, **Discussion** is again open on the original Motion, or a Vote is called for that Motion.

5. A MOTION IS DEAD IF THERE IS NO SECOND. MOVE ON TO THE NEXT SUBJECT.

6. EXPULSION OF A MEMBER REQUIRES:

- The Member in question must be present (unless he/she has been away from the house without notification for over three days per the Residency Contract)
- The Member may participate in discussion
- The Member has a right to vote.

7. ALL MOTIONS MUST BE RECORDED IN THE MINUTES AND VOTES RECORDED.

- Example:
 - A Motion was made by John Doe to ... (record clearly what the motion was, how much, or what action is to be taken by whom.)
 - The Motion was Seconded by Steve Jones
 - The Motion was Passed by 6 yes, 1 no, 1 absent
- House Secretary must write (Record) all Motions and Votes in the House Minutes Book.