

Tuesday Noon - Technical Information

There is helpful information for chairing meetings at:

<http://phonemeetings.org/information.htm>

FORMAT:

AFG 12 & 12 Meeting

This meeting runs for one hour and 15 minutes.

INTRODUCTION:

1. Hi, my name is _____, a grateful Al-Anon member and your secretary for this meeting.
2. Let's open with a moment of silence for those family members still suffering inside and outside of these rooms, followed by the Serenity Prayer.

Serenity Prayer

God grant me the serenity to accept the things I cannot change,
Courage to change the things I can, and Wisdom to know the difference
(Al-Anon/Alateen Service Manual, 2018-2021, pg. 11)

3. **Phone Etiquette:**
 - a. When you dial in, you will start the conference being muted.
 - b. We ask members to use the *1 keys to mute even if they have a mute function on their individual phones. The *1 keys ensure the greatest sound strength for the entire phone line and provides the greatest service to all members of the phone bridge during the meeting.
 - c. To hear a menu of all the features--such as volume control and member count--simply press * by itself.

READINGS:

Will the Secretary or volunteer please read Al-Anon's Suggested Welcome (may be found in How Al-Anon Works pg. 8 or Al-Anon/Alateen 2018-2021, pg. 11)

Ask for volunteers to read:

Preamble to Al-Anon's 12 Steps: 2 pages before January 1 in all three meditation books

Al-Anon's 12 Steps: found one page after December 31 in all three meditation books

One Tradition & One Concept: of the month (one and two pages respectively after the 12 Steps in all three of the meditation books)

Note: In December, the 12th month, please read all five Warranties - they ARE Concept 12!

ANNOUNCEMENTS:

4. **7th Tradition:** Al-Anon is fully self-supporting, declining outside contributions. We ask that you send your contributions to WSO and say that this is from the Tuesday Noon Twelve Steps and Twelve Traditions Meeting or make donations at face to face meetings. Our **WSO ID is 503921**. Al-Anon literature is available via the Al-Anon website www.al-anon.org or call (757) 563-1600.

5. Let's go around the globe and introduce ourselves.

Hi, I am _____(Name)_____ from (_____State_____)

6. Are there any Al-Anon related announcements?
Any other Al-Anon phone numbers will be given after the meeting schedule is read.

Business Meeting is on the 1st Tuesday of the Month.

7. Are there any newcomers on the phone bridge today and you can press your * 1 key to unmute yourself and state your name so we may greet you?

Do we have a volunteer who will stay of the line after the meetings to answer questions about Al-Anon or to explain the phone etiquette?

We reserve the last ten minutes of the meeting especially for newcomers to share or for members who normally are quiet so that everyone on the phone bridge has an opportunity to share, however newcomers can share at anytime. . .

MEETING TOPIC:

10. We will read from Al-Anon's Green (and White) 12 Steps and 12 Traditions book. Read to the end of the chapter.

On the first week we will read from the **Step of the month**

On the second week we will read from the **Tradition of the Month**

On the third week we will read from the **Step of the month**

On the fourth week we will read from the **Tradition of the Month**

On the **fifth week** if we have one, **we will invite someone to be a speaker (for 10-15 minutes)** on either the Step or the Tradition of the month, or on the Concept of the month if they wish.

ANONYMITY STATEMENT: In Al-Anon, this is a gentle reminder that we speak from our own experience and ours is derived from living with the effects of alcoholism. Please keep the focus on the Al-Anon program, Steps, Traditions and Concepts of Service. Let's leave other affiliations, religions, our professions, outside publications, philosophies, other Twelve Step programs outside of the Al-Anon meetings.

11. Stay muted at all times unless you are sharing. You can un-mute by pressing your *1 keys. You will hear a voice saying "you are now un-muted". Some phones do not have a long enough beep for the muting and un-muting to happen. You may have to press *1 several times for this function to work. When the voice comes on, you will know that the *1 keys have worked.

12. PLEASE BE REMINDED: This is an OPEN, PUBLIC, WORLDWIDE phone service. CAUTION SHOULD BE CONSIDERED, when sharing PERSONAL INFORMATION, such as home phone numbers and email addresses containing last names.

13. TIMEKEEPER: We have three minute shares. Do we have a volunteer to be our spiritual timekeeper? We ask the timekeeper to stay muted except to come in to gently say time at three minutes. And we ask those who share to acknowledge that they have heard the timekeeper, and wrap up their share. Would the spiritual timekeeper like to share first?

14. Fifteen minutes before the meeting closes (top of the hour) We are now at fifteen minutes before the close of the meeting; we will now open up the sharing for newcomers or for those members who do not regularly share.

CLOSING (10 minutes after the top hour):

15. Will the Secretary or volunteer please read The Twelve Steps and Twelve Traditions Epilogue on page 139?

16. "Will all who wish to, press *1 to join me with the closing of the Serenity Prayer."

God grant me the serenity
To accept the things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.

17. NAMES AND PHONE NUMBERS: At this time would anyone like to request a phone number? We kindly request if you are considering asking for more than two numbers that you please leave your number instead.

MEETING IS NOW FORMALLY CLOSED

(Leader asks if anyone would like to hear information on all registered Meetings, Meeting schedules or The Unity Line)

MEETING INFORMATION

a. Information on all registered meetings can be found on Al-Anon's website: al-anon.org or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO's automated phone number: 888-4AL-ANON (888-425-2666).

b. Meeting schedules and formats for this phone line can be found at phonemeetings.org. If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press*6 to mute and unmute. For members without web access, meeting information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for meeting information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

c. Format changes and website postings can be emailed to phonemeetingsweb@yahoo.com. General questions can be sent to phonemeetingsinformation@yahoo.com. For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email phonemonitorteam@yahoo.com. For workshop ideas, suggestions and concerns, email phonemeetingsforum@yahoo.com.

d. Would anyone like to announce any other Al-Anon phone meetings?

Chair passes off to the volunteer (say name) able/willing to serve as newcomer greeter. By way of signing off, Chair might wish to say that those wishing to participate in fellowship may stay on the line for approximately 25 minutes after the hour (or whenever the line closes).

SUGGESTED MONTHLY BUSINESS MEETING FORMAT:

1. Let's open with a moment of silence followed by the Serenity Prayer:

*God grant me the serenity
to Accept the things I cannot change,
Courage to change the things I can,
and Wisdom to know the difference.*

As a reminder of our group purpose, Tradition Two states “Our leaders are but trusted servants, they do not govern” and Tradition One says, “Our common welfare should come first; personal progress for the greatest number depends upon unity”. By group conscience, we use Knowledge Based Decision Making (KBDM). KBDM was first adopted in 2006 by our World Service Office (WSO). KBDM is more consistent with our program's principles than Robert’s Rules as it promotes dialogue over debate.

Groups are encouraged to use it to aid in their decision-making process. Practicing KBDM involves becoming familiar with the 4 KBDM Questions and the “Framing The Topic” documents. Both documents can be found at <https://phonemeetings.org> under the “Schedules and Downloads” tab.

Also, by group conscience, our business meeting lasts until the top of the hour (11am Eastern), unless otherwise voted on.

Who can be the timekeeper for today’s business meeting? Who can take notes for today’s business meeting?

2. SERVICE POSITION UPDATES

Now we have any updates regarding service rotation for our meeting about how much time is remaining in each commitment. Are there any updates from our Chair or Co-Chairs? Group Representative? Alternate Group Representative? Current Mailing Address (CMA)? Speaker Seeker? Business Meeting Notes Secretary?...Thank you for your service and updates!

Mention any open positions...

Currently, our open positions are....Does anyone with experience doing any of these positions want to share about that with the group? Who would like to serve our group by being the...Chair/Co-Chair...Group Rep...CMA...etc...?)

3. OLD BUSINESS

3a. May we have our Business Meeting Notes Secretary read the notes from last month’s meeting? *If no Secretary, please ask if any member recalls any old business for the group.* Thank you!

3b. We now open up the floor for discussion on our old business items. The first item of business is....

To help facilitate our discussion, we refer to the Four KBDM Questions. Again, they can be found at <https://phonemeetings.org> under the “Schedules and Downloads” tab as well as in this business meeting format. In discussing each item of business, members can refer to any and all of these questions to help facilitate their sharing. Also, if a member states something you were going to say, please refrain from repeating it. In the KBDM discussion we seek to gather the widest array of responses, rather than to hear the greatest number of people who share a point of view. When we are ready to vote, we will ask at that time how many agree, disagree or abstain from voting on a certain topic.

(If no old business, go to 4. NEW BUSINESS.)

Four KBDM Questions

The answers to the questions below can provide a basis for discussion. They provide common information so everyone can be on the same page. Gather information regarding these questions. Everyone can add to them.

Q1. What do we know about our members’ (and prospective members’) needs, wants and preferences that relate to this issue? *(How important is it? Is it what our current members want? How will it affect newcomers? What purpose would this serve? Is it necessary? Is it helpful?) What do we wish we knew, but don’t? Might our decision have unintended consequences? We might need to do some additional work or research to help us make a sound decision.)*

Q2. What do we know about the resources and our vision for Al-Anon and our meetings that are relevant to this issue? *(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?) What do we wish we knew, but don’t?*

Q3. What do we know about our “culture” and “environment” that is relevant to this discussion? In other words--Will our decision be consistent with our principles, policies, and legacies: The Twelve Steps, Traditions, and Concepts? What are the implications of our choices? What are the pros and cons? *(How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue? Pros/Cons: The advantages of this change might be? The disadvantages might be?) What do we wish we knew, but don’t?*

Q4. What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”? *(Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take an action, will it be the “right” thing to do?)*
What do we wish we knew, but don’t?

3d. So, to summarize, so far I’ve heard one member mention _____, another shared _____, another member felt _____ etc....

3e. Any further discussion on this item? More discussion...(If not, then go to 14.)

3f. To summarize again, I’ve heard one member mention _____, another shared _____, another member felt _____ etc....

3g. Before making a decision or offering a motion, ask: Has everyone asked all the questions needed for clarity? Have all opinions, including the minority opinions, been heard? Does everyone feel they thoroughly understand the topic? Does everyone feel that an informed group conscience has taken place? Does everyone feel like we’re ready to vote? [If so, proceed to 3h.] If not, we may need more information, discussion, research, or deliberation or choose to keep the Status Quo and leave things as is.

3h. If so, ok we’ll proceed with a vote. The item we’re voting on is _____. We’ll begin with the yays, then move to the nays and then abstentions.

3i. All in favor say “I one” and then “I two” and so on.

3j. Any opposed? Say “nay one” and so on.

3k. Any abstentions? Say “abstain one” and so on.

3l. The result of the vote is ___# in favor, #_____opposed and #_____abstentions.

After our best efforts to answer these questions, and through listening with open minds and hearts, we trust in each other and our Higher Power, and make a decision. Once a decision is made, the entire group supports the decision.

4. NEW BUSINESS:

4a. Is there a topic for new business that anyone in the group wants to bring up?

4b. (If so) So our first order of business is _____.

4c. We open up the floor for discussion on this item. Again, to help facilitate discussion on this, we refer to the Four KBDM Questions which can be found at <https://phonemeetings.org> under the “Schedules and Downloads” tab.

If a member states something you were going to say, please refrain from repeating it. In the KBDM discussion we seek to gather the widest array of responses, rather than to hear the greatest number of people who share a particular point of view. When we are ready to vote, we will ask at that time how many agree, disagree or abstain from voting on a certain topic.

Four KBDM Questions

The answers to the questions below can provide a basis for discussion. They provide common information so everyone can be on the same page. Gather information regarding these questions. Everyone can add to them.

Q1. What do we know about our members’ (and prospective members’) needs, wants and preferences that relate to this issue? *(How important is it? Is it what our current members want? How will it affect newcomers? What purpose would this serve? Is it necessary? Is it helpful?) What do we wish we knew, but don’t? Might our decision have unintended consequences? We might need to do some additional work or research to help us make a sound decision.)*

Q2. What do we know about the resources and our vision for AI-Anon and our meetings that are relevant to this issue? *(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?) What do we wish we knew, but don’t?*

Q3. What do we know about our “culture” and “environment” that is relevant to this discussion? In other words--Will our decision be consistent with our principles, policies, and legacies: The Twelve Steps, Traditions, and Concepts? What are the implications of our choices? What are the pros and cons? *(How would this affect our meeting? How would this affect our fellowship? Newcomers? AI-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue? Pros/Cons: The advantages of this change might be? The disadvantages might be?) What do we wish we knew, but don’t?*

Q4. What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”? *(Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take an action, will it be the “right” thing to do?) What do we wish we knew, but don’t?*

4c. To summarize, so far I've heard one member mention _____, another shared _____, another member felt _____ etc....

4d. Any further discussion on this item? More discussion... (If not, then go to 4f.)

4e. To summarize again, I've heard one member mention _____, another shared _____, another member felt _____ etc....

4f. Before making a decision or offering a motion, ask: Has everyone asked all the questions needed for clarity? Have all opinions, including the minority opinions, been heard? Does everyone feel they thoroughly understand the topic? Does everyone feel that an informed group conscience has taken place? Does everyone feel like we're ready to vote? [If so, proceed to 4g.] If not, we may need more information, discussion, research, or deliberation or choose to keep the Status Quo and leave things as is.

4g. If so, ok we'll proceed with the vote. The item we're voting on is _____. We'll begin with the yays, then move to the nays and then abstentions.

4h. All in favor say "I one" and then "I two" and so on.

4i. Any opposed? Say "nay one" and so on.

4j. Any abstentions? Say "abstain one" and so on.

4k. The result of the vote is ___# in favor, #_____opposed and #_____abstentions.

After our best efforts to answer these questions, and through listening with open minds and hearts, we trust in each other and our Higher Power, and make a decision. Once a decision is made, the entire group supports the decision.

5. Is there anything a member would like to add before closing?

6. Let's close by joining together in saying the Serenity Prayer:

*God grant me the serenity
to Accept the things I cannot change,
Courage to change the things I can,
and Wisdom to know the difference.*