

OXFORD HOUSE

SAMPLE 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 READING OF AN OXFORD HOUSE TRADITION / HOUSE RULE**
 - Each Member can be asked to read a paragraph.
4. **READ MINUTES OF LAST MEETING OR EMERGENCY MEETING**
 - Ask if there are any corrections or additions.
 - Ask for a motion to Accept as Read or Accept as Corrected if there are any additions or corrections.
5. **TREASURER'S REPORT**
 - All receipts, unpaid bills, and House check book(s) should be available at the Meeting for all Members to review and comment.
 - Ask for corrections or additions to Finance Report.
 - Ask for a motion to Accept as Read or Accept as Corrected.
6. **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.
7. **COORDINATORS REPORT**
 - List each person's chore detail for previous week and state completed.
 - Ask for a motion to Accept as Read or Accept as Corrected.
 - List and assign Next Weeks chore details...
8. **HOUSE SHOPPER REPORT**
 - Needed house supplies should be presented and Motion made to purchase.
9. **OLD BUSINESS**
 - Any business that was discussed previously. Last week's New Business is this week's Old Business.
 - 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.
 - 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