

Welcome to the Brandywine Intergroup (B.I.G.) monthly meeting.

Thank you for doing service.

The Brandywine Intergroup needs your input, your ideas & your votes on various issues in order to keep OA thriving & growing. Working together we make OA work.

(Hopefully this handout will help you navigate through your first B.I.G. meeting.)

As you enter the meeting there will be a table with various papers on it. Please pick up a copy of **THE MINUTES** of the last month's meeting, a **TREASURER'S REPORT** and an **AGENDA** for tonight's meeting (we will follow the Agenda as our meeting format.)

Literature is available for purchase before & after the meeting.

Some other things you'll want to pick up for the meeting (s) you are representing are copies of the new meeting list, new Recovery and any flyers for upcoming events. There will be time at the end of the meeting to get these things also.

There is a "Roll Call" during the early part of the meeting. Please give your name if you are representing that meeting. (You may pick up information for more than one meeting.)

During the meeting each committee chairperson will give an update. (Various flyers may be passed around at this time also). If you have any questions or comments during the meeting, please raise your hand and wait for the Chair to call on you. (Each of us has a right to speak.) If you would like to bring something up that is not on the Agenda please wait for the "New Business" part of the Agenda.

The actual procedure if you want to make a request that an action be taken on a specific matter goes something like this:

- Person #1 raises their hand and when they are called on says "I move that...."
- A request will then be made by the Chair for a volunteer to second the motion. At this point either a person says "I second the motion" (which means they believe the topic should be discussed) or if no one seconds the motion the subject is dropped.
- Once a motion is seconded there can be a discussion prior to voting.
- You may vote for or against the motion or you may abstain from the vote. When it comes to voting, each elected officer, committee chairperson and group representative gets one vote. (Even if you are representing more than one meeting, you still only get one vote.)
- The Chair only votes in order to break a tie.
- Once something is decided on it is not written in stone, it may be brought up again under New Business at another B.I.G. meeting.

Thanks again for being here—KEEP COMING BACK.