MEETING FORMAT:
Al-Anon’s Tuesday 6am “Unity Daily Readers” meeting.

1. INTRODUCTION: Welcome to the Tuesday 6am “Just For Today” Al-Anon Family Group meeting.

Hi, my name is ____________________, a grateful Al-Anon member and your secretary for the Tuesday 6 am “Just For Today” Al-Anon Family Group Meeting. This meeting lasts for 1 hour. Closing begins at the top of the hour.

2. SERENITY PRAYER:
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.”

(Al-Anon/Alateen Service Manual Page 10)

3. PHONE ETIQUETTE:
   a. You’ll enter the meeting being muted.
   b. Un-mute and mute with *1 keys.
   c. Do not share on a speaker phone.
   d. Please stay muted at all times unless sharing

4. THE SUGGESTED AL-ANON/ALATEEN WELCOME: Please have a volunteer read.

(Found in How Al-Anon Works pg 8 or in the Al-Anon/Alateen Service Manual pg. 10 - 11)

5. CAN WE HAVE 3 VOLUNTEERS TO READ:
a. The Suggested Preamble to the 12 Steps of Al-Anon: (Found on the page before Jan 1 in all 3 meditation books.)

b. The Al-Anon 12 Steps: (Found on the page after December 31st in all 3 meditation books)

c. The Al-Anon Tradition and Concept of the month: (Found after the 12 Steps in all daily readers.

(Note: In the month of DECEMBER we read all 5 General Warranties. Found after the 12 Concepts in all 3 meditation books.)

6. INTRODUCTIONS:
a. Let's go around the globe and introduce ourselves.

Hi, I am ____________ from __________.

b. Do we have any newcomers to Al-Anon on this phone bridge meeting? We invite you to introduce yourselves so that we may greet you. Please press the *1 key to unmute your phone.

7. ANNOUNCEMENTS:
Seventh Tradition: Al-Anon is fully self-supporting, declining outside contributions. WSO ID# 30731008. We ask that you send your contributions to:

a. Face to face meetings.
b. WSO @ 757-563-1600.
c. Al-Anon.org.
c. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting?
d. Are there any Al-Anon related announcements?
e. The Business Meeting is held on the 2nd TUESDAY of the month after the close of the meeting.

8. MEETING TOPIC:
At this meeting we read today's date from our three Daily Readers.

"Through these readings and sharing it is our hope that the understanding, love and peace of the program will grow in us one day at a time."

"Today's date is _______(say the date)."

"Could I please get 3 volunteers to read today's date from One Day At A Time, Courage to Change and Hope for Today?"
9. SPIRITUAL TIMEKEEPER:
We have 3 minute shares. Can we have a volunteer to be our timekeeper? Please acknowledge that you heard the timekeeper and wrap up your share. Would the spiritual timekeeper like to share first?

10. 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 and on our Steps, Traditions, and Concepts of Service. Let's leave other affiliations outside! Religions, our professions, outside publications, other philosophies and other 12 Step programs. The floor is now open for everyone to share.

11. CLOSING: AT THE TOP OF THE HOUR:
We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

12. CAN WE HAVE A VOLUNTEER TO READ:
The Suggested Al-Anon/Alateen Closing: Found in “How Al-Anon Works” pg. 380 in the old, or pg. 396 in the new version.

13. AL-ANON DECLARATION
( pg IX(9) Paths to Recovery or Service Manual page 10)

14. Serenity Prayer
(Al-Anon/Alateen Service Manual pg. 10)

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

15. NAMES AND TELEPHONE NUMBERS:
Would anyone like to request a telephone number?

THE MEETING IS NOW CLOSED

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?

17. Secretary turns the meeting over to the newcomer greeter.

MONTHLY BUSINESS MEETING FORMAT:

1. Let’s open with a moment of silence followed with the serenity prayer:
2. 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.

OLD BUSINESS
3. Secretary do we have any old business to revisit from last meeting?
4. We open up the floor for discussion on these items.
5. Do we have a motion on this item?
5a. Do we have a second?
5b. Secretary please read the motion.
5c. VOTING:
5d. All in favor say “I” and state the order of “I’s” Like “I one” and then “I two” and so on.
5e. Any opposed? Say “nay one” and so on.
5f. Any abstentions? Say “abstaining one and so on.
5g. The motion is now carried or opposed with ___#____ in favor, ____#____ opposed and _____#_____ abstentions.

NEW BUSINESS
6. Is there any new business that the group wants to bring up?
7. (if so) So our first order of business is ____________.
8. We open up the floor for discussion on this item.
9. Do we have a motion on this item?
9a. Do we have a second?
9b. Secretary please read the motion. 
Ask if there is any further discussion before we vote.
9c. We now go to voting...
9d. All in favor say “I” and state the order of “I's...like, “I one” and then “I two” and so on.
9e. Any opposed? Say “nay one” and so on.
9f. Any abstentions? Say “abstaining one and so on.
9g. The motion is now carried or opposed with ___#___in favor,
   _____#_____opposed and _____#____abstentions.

Is there anything a member would like to add
Serenity Prayer
Meeting is now closed.