Wednesday 6am - Technical Information
There is helpful information for chairing meetings at:
http://phonemeetings.org/information.htm

**FORMAT:**
Wednesday 6am “Unity Daily Readers”

Welcome to the Wednesday 6am “Unity Daily Readers” meeting. My name is ____________, a grateful member of Al-Anon, and your chairperson for this meeting. Our meeting starts at 6 am. Closing begins at the top of the hour/7 am.

Will all who care to join me in a moment of silence, followed by the Serenity Prayer. Please press *1 to unmute:

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, p. 10)*

**1) 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

**2) READINGS:**
May we have 3 volunteers for the following readings:
a) PREAMBLE to the Twelve Steps (front of all the Three Meditation Books)
b) THE TWELVE STEPS (Back of all Three Meditation Books
c) THE TRADITION AND CONCEPT OF THE MONTH (Back of Three Meditation Books)

Note: In the month of **DECEMBER** we read all 5 General Warranties, found after The Concepts in all 3 meditation books.

3) ANNOUNCEMENTS:
   a. **Seventh Tradition:** Al-Anon is fully self-supporting, declining outside contributions. Our WSO ID# is 30731009. You can contribute by calling WSO @ (757) 563-1600, online at al-anon.org and at your face-to-face meetings.

   b. Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting?

   c. Are there any Al-Anon related announcements?

   d. Our Business Meeting is held on the 2nd Wednesday of the month after the close of the meeting. (When there is a business meeting, would someone leave their phone number in case newcomers have any questions?)

   e. Sponsorship is a valuable tool in Al-Anon. Before selecting a sponsor, you may want to read Al-anon conference approved literature on Sponsorship.

4) INTRODUCTIONS:
Are there any newcomers on the line today? Please press *1 and introduce yourself with your first name only so that we can greet and welcome you...Now let’s go around the globe and introduce ourselves. Please press *1 to unmute.

Hi, I’m (Name) from (State)

5) 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).

May we please have 3 volunteers to read today’s date from *One Day At A Time, Courage to Change and Hope for Today*?

6) SPIRITUAL TIMEKEEPER:
At this meeting we have 3 minute shares. May we please have a timekeeper to come in and gently say "TIME" after 3 minutes? Would the timekeeper like to share first? When you hear the timekeeper, please wrap up your share. All are encouraged to share because participation is the key to harmony!

7) 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. Members are reminded to maintain their focus on our Al-Anon Steps, Traditions and Concepts of Service. We are asked to keep
our other affiliations outside of the meeting. Outside issues are our religions, our professions, other publications, philosophies and Twelve Step programs.

8) SHARING:
The meeting is now open for sharing...

9) 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.

MAY WE HAVE A VOLUNTEER READ the Suggested Al-Anon/Alateen Closing? How Al-Anon Works p. 380 in the old, or p. 396 in the new version.

AL-ANON DECLARATION:
Press *1 to join us in saying the AL-ANON DECLARATION, p. IX(9) Paths to Recovery or Service Manual p. 10.

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 p. 10)

10) NAMES AND TELEPHONE NUMBERS:
Would anyone like to request a telephone number?
THE MEETING IS NOW FORMALLY 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?

12) Secretary turns the meeting over to the newcomer greeter and after meeting fellowship.
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.
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 before closing?

Let’s join together saying the Serenity Prayer...

THE BUSINESS MEETING IS NOW CLOSED.