

A Suggested Format for Conducting an A.A. Meeting

1. Good Evening ladies and gentlemen. This is the regular meeting of the _____ group of Alcoholics Anonymous. My name is _____ and I am an alcoholic and your Secretary.

2. Let us open the meeting with a moment of silence to do with as you wish 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.**

3. Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.

AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

4. _____ will now read "How it Works" from Chapter 5 of the A.A. Big Book.
(note: Some groups ask other members to read the Steps and/or Traditions)

5. If it is the custom of the group:

- Ask any new members to introduce themselves by their first name only--a new member is anyone who has a desire to stop drinking and is within their first thirty days in AA.
- Ask any visitors to introduce themselves and say where they are from.

6. Introduce the Chairperson or Speaker for the meeting. If yours is a discussion type meeting, the Secretary conducts the discussion.

7. Thank the Speaker or Chairperson as well as any others who read.

8. Make regular announcements about group business, events and announcements from **The Buzz** weekly newsletter, and information about the availability of literature. Ask for announcements from the floor.

9. Pass the basket(s). The secretary can say something like:

We have no dues or fees in A.A. We are entirely self-supporting, declining outside contributions. This self-support includes our rent for this room, the coffee and refreshments, and contributions to our Central Office, the New York Office and to General Service. The pink can is for loose change and supports the Hospitals & Institutions Committee. H&I takes meetings into many facilities where members are not able to attend outside meetings.

10. Close the meeting in the manner determined by the group conscience.

(NOTE: Make every effort to open and close the meeting on time. This format is suggested only)