

OXFORD HOUSE CHAPTER

Sample Meeting Agenda

1. CALL CHAPTER MEETING TO ORDER AT SPECIFIED TIME.

2. ROLL CALL BY CHAPTER SECRETARY

- Determine excused and unexcused absences by Member Houses.

3. INTRODUCTIONS

- Name and what house they are from.

4. READ THE THREE PRINCIPLES OF OXFORD HOUSE CHAPTERS

5. READ MINUTES OF LAST CHAPTER MEETING

- Ask if there are any corrections or additions.
- Ask for Motion to Accept as Read or Accept as Corrected if there are any additions or corrections.

6. CHAPTER CHAIRPERSON OR VICE-CHAIRPERSON'S REPORT

- State of the Chapter, plans for new Houses, and prospects for growth.
- Charter Status of Houses in the Chapter. Steps taken to obtain Charters
- Ask for Motion to Accept as Read or Accept as Corrected the Chairperson Report.

7. TREASURER'S REPORT

- All receipts, unpaid bills, and Chapter check book should be available at the Meeting for all Chapter Members to review and comment.
- Future expenses should be presented and Motion made to allocate necessary funds.
- Ask for corrections or additions to Monthly Financial Report
- Review of houses with loans and review of Monthly Oxford House donations.
- Ask for Motion to Accept as Read or Accept as Corrected Treasurer's Report.

8. CHAIR OF THE HOUSING SERVICE COMMITTEE'S REPORT

- Financial situation of the Member Houses of the Chapter.
- Other issues affecting Member Houses that need the Chapter's attention.
- Motion to take Action may also be in order at this time.
- Ask for Motion to Accept as Read or Accept as Corrected Service Committee Chair's Report.

9. CHAIR OF THE SAFETY COMMITTEE

- Any issues dealing with safety of Member Houses of the Chapter
- Ask for a Motion to Accept as Read or Accept as Corrected Safety Committee Chair's Report

10. READING OF HOUSE REPORTS

- Discuss any issues that individual houses may have.
- Ask for a Motion to Accept as Read or Accept as Corrected of House Reports

11. OLD BUSINESS

- Any Chapter business that was discussed previously. Last week's "New Business" is this Week's "Old Business".
- Reports from Members or Committee Chairs assigned specific tasks at previous meeting).

12. NEW BUSINESS

- Any matters that have not been discussed previously.
- Any Chapter 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.

13. ADJOURNMENT

- Chairperson may ask for a Motion to Adjourn
- Chairperson may state: "If there is no further Business, this Meeting of Oxford Houses of Chapter (xxx) is adjourned"...

OXFORD HOUSE BASIC PARLIAMENTARY PROCEDURES

1. MAKE AN AGENDA AND FOLLOW IT.

- Agenda should be available to all members before the start of the Meeting.

2. A MOTION IS A FORMAL PROPOSAL MADE IN A MEETING

- The language by a Member is: ...“I Move to“
- Requires a **“Second”** by another Member.
- All **Motions** are followed by **Discussion**
- To **Close Discussion**, a member may call for a **Vote**
- The President may limit the time for **Discussion** (i.e. 5 minutes)
- The President may call for a **Vote** by saying:
...“If there is no further Discussion, all those in favor, all those opposed...”
- A Vote must be taken. No member should abstain.

3. ONCE A VOTE IS TAKEN AND ANNOUNCED, THE SUBJECT IS CLOSED.

- An **Amendment** (a change, substitution, or addition) to the original motion may be formally made later to change a Motion.
- An **Amendment** requires a **Second**, a **Discussion**, and a **Vote**.

4. TABLING A MOTION.

- After a **Motion** has been made, **Seconded**, but during **Discussion** it is decided that further information or investigation is required a **Motion** is made to **Table**.
- Language: . . .“I move to table the motion until (Specific Time)...”
- Requires a **Second**, and a **Vote**.
- There is no **Discussion** and the original Motion is **Closed**
- If the Tabling Motion is defeated, **Discussion** is again open on the original Motion, or Vote is called for that Motion.

5. A MOTION IS DEAD IF THERE IS NO SECOND. MOVE ON TO THE NEXT SUBJECT.

6. EXPULSION OF A MEMBER FOR DISRUPTIVE BEHAVIOR REQUIRES:

- The Member must be present
- The Member can participate in discussion
- The Member has a right to vote.

7. ALL MOTIONS MUST BE RECORDED IN THE MINUTES AND VOTES RECORDED.

- Example:
 - A Motion was made by John Doe to ... (record clearly what the motion was, how much, or What action is to be taken by whom.)
 - The Motion was Seconded by Harry Oil
 - The Motion was Passed by 6 yes, 1 no, 1 absent
- House Secretary must write (Record) all Motions and Votes in the House Minutes Book.