

APPENDIX IV

Structure of Intergroup Meetings

The Basics

Intergroup business meetings provide a regular opportunity for IGRs, ALTs, officers, committee chairs, and trusted servants to share information, discuss service needs, and make decisions that support local AA groups and AA's primary purpose.

The purpose of an Intergroup business meeting is not to govern individual AA groups, but to coordinate shared services such as meeting lists, hotline service, literature, events, public information, the Service Center, and other local AA service activities.

Helpful Meeting Etiquette

To support unity and effective service, participants are encouraged to:

- Arrive on time and prepared
- Listen respectfully
- Speak one at a time
- Keep comments brief and on topic
- Avoid side conversations
- Ask questions when clarification is needed
- Avoid gossip or personal criticism
- Respect the chair's role in guiding the meeting
- Focus on solutions and the common welfare

Disagreement is a normal part of service work. IGRs/ALTs are encouraged to practice principles before personalities and remain open to group conscience.

The Agenda Broken Down

A typical meeting may include:

1. Opening Prayer
2. Roll call
3. Approval of minutes / Secretary Report
4. Treasurer's report
5. Old business
6. New business
7. Committee reports
8. Announcements
9. Good of the Order
10. Closing Prayer

An agenda helps keep the meeting focused, orderly, and respectful of everyone's time.

1. **Secretary Report**
 - Previous meeting minutes
 - Action items from prior meetings
2. **Treasurer Report**
 - Current balance

- Income and expenses
- Group contributions
- Literature sales
- Budget concerns or upcoming costs

3. **Old Business**

Old business includes items that were discussed at a previous meeting and still require follow-up, discussion, and/or a decision. Old business may include:

- Revisiting a motion tabled at a previous meeting
- Receiving a committee update on an assigned task
- Reviewing progress on office repairs, technology updates, or website changes
- Following up on a group concern brought to Intergroup earlier

Old business helps ensure that service items do not get forgotten and that trusted servants remain accountable for follow-through.

4. **New Business**

New business includes new topics, concerns, motions, or service needs being brought before Intergroup for the first time. New business may include:

- Request to form a new committee or ad hoc committee
- Proposal for a workshop, speaker event, or service day
- Request for funding
- Proposed change to bylaws
- A concern from a home group
- Discussion about improving accessibility, communication, or safety

New business may be discussed immediately, referred to a committee, tabled for more information, or brought back to groups for an informed group conscience.

5. **Committee Reports**

Committee reports help IGRs/ALTs understand what service work is happening and where help may be needed. Reports may include:

All Groups

- Need for host groups
- Changes to meeting format

24-Hour Hotline

- Volunteer openings
- Call volume

Publishing

- Deadline for flyers and info for the Communique
- Updates on formatting

Membership

- Upcoming workshops
- New IGR/ALT orientation updates

Office Volunteers

- Volunteer opportunities
- Clearance or training requirements

Public Information

- Outreach efforts
- Requests from professionals

Service / IG Liaison

- Important information from GS or H&I
- Meeting or event details

Special Events

- Upcoming events and planning meetings
- Volunteer needs

6. Announcements

Are brief informational items that do not require discussion or action

Examples include:

- Group anniversaries / Special events or meetings
- Local events
- New meetings
- Meeting closures or location changes

IGRs/ALTs should take notes on announcements that need to be shared with their home groups.

7. Good of the Order, sometimes called "for the good of the group," is a time for brief items related to the welfare of Intergroup or the local fellowship that are not already covered on the agenda.

Examples may include:

- Suggestions for improving communication or participation
- Concerns that may need future discussion
- Appreciation for service work
- Reminders related to unity, accessibility, or group welfare
- Items that may need to be placed on a future agenda

Good of the Order is generally not used for lengthy debate or new motions unless local procedure allows it.

Role of the IGR/ALT During Intergroup Meetings

During Intergroup meetings, IGRs/ALTs may:

- Represent their home group's conscience when known
- Ask questions on behalf of their group
- Share group concerns or updates
- Vote when eligible
- Volunteer for committees or tasks
- Take notes for their group report
- Help communicate service opportunities

IGRs/ALTs do not need to know everything before participating. Asking questions is part of learning service.