

## C.M.A. Group Business Meeting Format

- The Chair person opens with the Serenity Prayer.
- The Chair person asks someone to read the Twelve Traditions of C.M.A..
- The Chair turns the time over to the secretary for the minutes from the last Business Meeting.
- The Secretary then asks for a motion to accept the minutes. Or for any adjustments that might be needed.
- The Chair then goes over the chair reports. (see below)

1. Chair Report
2. Co. Chair Report
3. Secretary Report
4. Treasury Report
5. General Service Representative Report

- The chair then turns the time over to the secretary to review any old business or anything that may have been tabled.
- The chair then calls for any new business.  
After all business has been called then the Chair offers to close with the serenity prayer.