

Guidelines for Meeting Chairpersons

1. Let's invite God in to run the meeting.
2. Follow the outline in the Meeting Chairperson binder.
3. Set the meeting topic in 10 – 15 minutes. Then call on someone.
4. You as the chairperson should be the one to call on people. It is not desirable to have others call on the next person.
5. When someone tries to “take over” a meeting by talking too long, stop them and advise them to stay afterward to talk. Then call on someone else.
6. Use only AA approved literature.
7. There is no need for the chairperson to add comments after every person shares. This takes too much time, and people resent our egos.
8. Remember to call on newcomers and people getting chips/birthdays.
9. Try calling on a strong AA member to begin the meeting and again at the end. If you've called on someone who is “into the problem”, follow with someone who will be in the solution.
10. You are responsible for asking a parent to remove a disruptive child from the meeting.

Remember, we are only trusted servants. Thank you for giving your time to the Glass House and AA.

Order of the Glass House Meetings [Updated March, 2018]

1. Welcome to the *(Mon., Tues, etc.) (Closed / Open)* meeting of the Glass House Group of Alcoholics Anonymous. My name is _____ ,

and I am an alcoholic.

2. Moment of silence, followed by the "Serenity Prayer".
3. Being mindful of others and especially newcomers, we ask that you please be quiet while the meeting is in progress. If you need to talk with someone, we ask that you take your conversation outside the room until the meeting adjourns.

4. PREAMBLE:

Alcoholics Anonymous is a fellowship of men and women 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.

5. Read the Open or Closed meeting statement:

**OPEN MEETINGS
MEETINGS**

CLOSED

<p>This is an open meeting of Alcoholics Anonymous. We are glad you are all here - especially newcomers. In keeping with our singleness of purpose and our Third Tradition which states that "The only requirement for AA membership is a desire to stop drinking", we ask all who participate confine their discussions to their problems with alcohol.</p>	<p>This is a closed meeting of Alcoholics Anonymous. In support of AA's singleness of purpose, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend this meeting. We ask that when discussing our problems, we confine ourselves to those problems as they relate to alcoholism.</p>
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6. We have a Glass House tradition of **GIVING OUT CHIPS**, recognizing early periods of sobriety.

Is there anyone attending their first meeting who has a desire to stay sober for 24 hours? (**NEWCOMER'S PACKET**)

Is there anyone wishing to reestablish their sobriety date? (**DESIRE CHIP ONLY**)

Is there anyone celebrating 30 days (one month), two months, three months, six months, nine months?

Are there any annual birthdays today? Annual birthdays are celebrated on the last Saturday of each month at 7 pm.

Is there anyone with less than 30 days who would like to raise their hand so that we can get to know you better?

IF YOU ARE AVAILABLE TO SPONSOR PLEASE RAISE YOUR HAND. If you are new these people can help you.

7. **Read 'HOW IT WORKS'** – Optional on Thursday Step Study and Friday night Speaker Meetings.
8. **Read The Tradition of the Month**
9. **THE GLASS HOUSE IS SMOKE FREE, INCLUDING E-CIGARETTES AND VAPING, IF YOU WISH TO SMOKE, PLEASE GO OUTSIDE AND STAY 25 FEET FROM THE DOORS.**
10. We have literature available for sale. If you would like to purchase literature after the meeting, please see someone who has a key to the literature room. If you have a key to the Literature Room, please raise your hand. These are the people to see.
11. **WEEKLY CLEANUP** is Saturday morning at 8:00 am **OPEN TO ALL**
12. Those of you who have children with you are reminded you are responsible for their behavior. We ask that you keep them from disturbing the meeting and other activities within the building. It is suggested that children who may be affected by inappropriate language remain outside the meeting room.
13. Are there any visitors from out of town or other groups who would like to be recognized?
14. Are there any AA related announcements? (*Read announcements in the book*)
15. Please turn off all cell phones during the meeting.
16. Please limit your sharing to no longer than 3 minutes to allow others the opportunity to participate.
17. Please pick up your coffee cups and drink cans when you leave.
18. Conduct the meeting.
19. Offer **DESIRE CHIPS** again.
20. **If You Are Available To Sponsor, Please Raise Your Hand.**

21. Pass the baskets. **START THE BASKETS AT THE BACK OF THE ROOM.**

- a. **DO NOT PASS THE BASKETS UNTIL THE LAST PERSON IS FINISHED SPEAKING.**
- b. While the baskets are circulating: **ANNOUNCE:** “WE ASK THAT NEWCOMERS DO NOT CONTRIBUTE and due to increasing costs, we ask that you please give \$2 if you are able.”
- c. **READ:** ‘Anonymity is the Spiritual Foundation of all our traditions, ever reminding us to place principles before personalities’.

22. Lord’s Prayer.

