

**6AM "UNITY DAILY READERS" MEETING**  
**(For helpful technical information for chairing meeting, go to:)**  
<http://phonemeetings.org/information.htm>

**MEETING FORMAT**

**1. INTRODUCTION:**

Welcome to the 6am "Unity Daily Reader" Al-Anon Family Group meeting. My name is \_\_\_\_\_, a grateful member of Al-Anon and your chairperson for this meeting. This meeting lasts for 1 hour. Closing begins at the top of the hour.

**2. SERENITY PRAYER:**

Will all who care to join me in a moment of silence, followed by the Serenity Prayer? Please press \*1 to un-mute.

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.  
(Al-Anon/Al-Ateen Service Manual, Page 10)

**3. PHONE ETIQUETTE:**

- a. You'll enter the meeting being muted.
- b. Un-mute and mute with \*1 keys.
- c. Please do not share on a speaker phone.
- d. Please stay muted at all times unless sharing.
- e. Who can clear the line upon request?

**4. READINGS:**

Can we have volunteers to read?:

- a) PREAMBLE TO THE TWELVE STEPS (in the front of all the Three Meditation Books)
- b) THE TWELVE STEPS (in the back of all Three Meditation Books)
- c) THE TRADITION AND CONCEPT OF THE MONTH (also in back of Three Meditation Books) \* **NOTE:** (In **DECEMBER**, we include the 5 GENERAL WARRANTIES following the TRADITION AND CONCEPT in all 3 meditation books.)

## 5. INTRODUCTIONS:

a. Are there any newcomers on the line today? Please press \*1 and introduce yourself with your first name only so that we can greet and welcome you.

b. Now let's go around the globe and introduce ourselves. Please press \*1 to un-mute. Hi, I'm \_\_\_\_\_(Name)\_\_\_\_\_ from (\_\_\_\_\_State)

## 6. MEETING TOPIC:

At this meeting we read today's date from our three Daily Readers. Through these readings and sharing it is our hope that the understanding, love and peace of the program will grow in us one day at a time.

Today's date is \_\_\_\_\_ .

Could I please get 3 volunteers to read today's date from One Day At A Time, Courage to Change and Hope for Today?

## 7. ANONYMITY STATEMENT:

In Al-Anon, this is a gentle reminder that we speak from our own experience and ours is derived from living with the effects of alcoholism. Please keep the focus on the Al Anon program and on our Steps, Traditions, and Concepts of Service. Let's leave other affiliations outside! Religions, our professions, outside publications, other philosophies and other 12 Step programs. (From: Al Anon Tent Card S-24)

“Also, we avoid the use of terms and labels such as ‘qualifier,’ ‘qualification,’ ‘co-dependent,’ and ‘crosstalk.’ This is considered to be outside language not affiliated with Al-Anon. In Al-Anon we keep the focus on ourselves.”

## **8. SPIRITUAL TIMEKEEPER:**

At this meeting we have 3 minute shares. Could I please get a timekeeper to come in and gently say "TIME" after 3 minutes? When you hear the timekeeper, please wrap up your share. All are encouraged to share because participation is the key to harmony. Would the timekeeper like to share first?

## **9. SHARING:**

The floor is now open for sharing on our readings or whatever is on your heart.

## **10. ANNOUNCEMENTS:**

**A.** The Seventh Tradition is; 'Al-Anon is fully self-supporting, declining outside contributions.' We ask that you direct your contributions to:

**a.** Face-to-face meetings.

**b.** WSO @ 757-563-1600. (WSO# for this meeting is 30731006.)

**c.** Al-Anon.org.

**B.** The business meeting takes place on the last Sunday of the month after the close of the meeting.

**E.** Do we have a newcomer greeter who is available to answer questions about Al-Anon after the meeting? (\*On the day of a business meeting, could we have a volunteer to provide a phone number to answer newcomer questions?

**F.** Sponsorship is a valuable tool in Al-Anon. Before selecting a sponsor, you may want to read Al-anon conference approved literature. **G.** Are there any other Al-Anon related announcements?

H. Chairperson asks for a volunteer to chair this meeting next month if no one has already stepped up.

I. Sharing continues till the top of the hour.

### **11. CLOSING: AT THE TOP OF THE HOUR:**

We now begin the closing. I would like to thank all who did service: Our timekeeper, readers, all those who shared and those who listened.

### **12. THE SUGGESTED AL-ANON/ALATEEN CLOSING:**

May I have a volunteer read the Suggested Al-Anon/ Al-Alateen Closing. (Found in "How Al-Anon Works" pg. 380 in the old, or pg. 396 in the new version.)

### **13. AL-ANON DECLARATION:**

Press \*1 to join us in saying the Al-Anon Declaration. ( Found on page IX(9) in "Paths to Recovery" or in the Service Manual page 10)

### **14. SERENITY PRAYER:**

God grant me the serenity  
To accept the things I cannot change  
The courage to change the things I can  
And wisdom to know the difference.  
(Al-Anon/Alateen Service Manual, Page 10)

### **15. NAMES AND TELEPHONE NUMBERS:**

Would anyone like to request a telephone number?(Get phone numbers now)

**THE MEETING IS NOW CLOSED**

Secretary turns the meeting over to the newcomer greeter.

## **BUSINESS MEETING**

### **BUSINESS MEETING FORMAT:**

1. Let's open with a moment of silence followed with the serenity prayer:
2. God grant me the serenity to: Accept the things I cannot change courage to change the things I can and the Wisdom to know the difference.

### **OLD BUSINESS:**

3. Secretary do we have any old business to revisit from last meeting?
4. We open up the floor for discussion on these items.
5. Do we have a motion on this item?
  - 5a. Do we have a second?
  - 5b. Secretary please read the motion.
  - 5c. We now go to voting...
  - 5d. All in favor say "I" and state the order of "I's" Like "I one" and then "I two" and so on.
  - 5e. Any opposed? Say "nay one" and so on.
  - 5f. Any abstentions? Say "abstaining one and so on.
  - 5g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor, \_\_\_#\_\_\_ opposed and \_\_\_#\_\_\_ abstentions.

### **NEW BUSINESS:**

6. Is there any new business that the group wants to bring up?
7. (if so) So our first order of business is \_\_\_\_\_.
8. We open up the floor for discussion on this item.
9. Do we have a motion on this item?
  - 9a. Do we have a second?
  - 9b. Secretary please read the motion.
  - 9c. We now go to voting...
  - 9d. All in favor say "I" and state the order of "I's...like, "I one" and then "I two" and so on.

9e. Any opposed? Say “nay one” and so on.

9f. Any abstentions? Say “abstaining one and so on.

9g. The motion is now carried or opposed with \_\_\_#\_\_\_ in favor,  
\_\_\_\_#\_\_\_\_ opposed and \_\_\_\_\_#\_\_\_\_\_ abstentions.

Are there any other things someone would like to add before closing?

Close with the Serenity Prayer.

**Meeting is now closed.**

### **MEETING INFORMATION**

a. Information on all registered meetings can be found on Al-Anon’s website: or by calling our World Service Office (WSO) at (757) 563-1600. For face-to-face meetings call WSO’s automated phone number: 888-4AL-ANON (888-425-2666).

b. Meeting schedules and formats for this phone line can be found at . If the line goes down, the backup number is (425) 436-6200 PIN: 335289#. Press\*6 to mute and unmute. For members without web access, meeting schedule information for this line can be found at (712) 432-8733 PIN: UNITY411#. The backup number for the meeting schedule information is (425) 436-6202, PIN: 335289#, Reference Number: 1#.

c. Format changes and website postings can be emailed to [phonemeetingsweb@yahoo.com](mailto:phonemeetingsweb@yahoo.com). General questions can be sent to [phonemeetingsinformation@yahoo.com](mailto:phonemeetingsinformation@yahoo.com). For inquiries regarding leader codes, dashboard monitors and technical issues with the phone line, email [phonemonitorteam@yahoo.com](mailto:phonemonitorteam@yahoo.com). For workshop ideas, suggestions and concerns, email [phonemeetingsforum@yahoo.com](mailto:phonemeetingsforum@yahoo.com).