

CLA-UK Step-Study Meeting Format

(last modified May 1, 2019)

[The meeting is to begin at 8.15pm UK Time]

1. Welcome to the Tuesday 8.15pm UK-time Step-study meeting of Clutterers Anonymous. My name is _____. I am a compulsive clutterer and your leader for this meeting.”
2. Would those who wish to, please join me in the CLA Keep and Release Serenity Prayer: **God, grant me the serenity to keep the things I need to keep, the courage to release the things I do not need, and the wisdom to know the difference.**
3. Let’s go around the group introducing ourselves [Start with yourself.] I’m _____, a clutterer in recovery from _____ [location] and I’m working on Step ____.” [Welcome each person by name.]

We ask at this time that you all mute your phones by pressing Star Six. Remember to unmute when you wish to speak by pressing Star Six again.

4. The following is the CLA Preamble:

“Clutterers 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 with clutter and help each other to recover.

We achieve this as individuals, groups and a fellowship by practicing our 12 Steps of Recovery and by being guided by our 12 Traditions. Each of them embodies a set of principles for living life effectively, inside and outside CLA.

The only requirement for membership is a desire to stop cluttering. There are no dues or fees for membership; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. Our fellowship is based on suggestion, interchange of experience, rotation of leadership, and service.

Clutterers Anonymous is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to stop cluttering one day at a time, and to carry this message of recovery to clutterers who still suffer.”

5. Would someone please read the **Twelve Steps of Clutterers Anonymous**:

1. We admitted that we were powerless over clutter - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.

3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory, and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry it out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry the message to others, and to practice these principles in all our affairs.

6. Would someone please read the **Twelve Traditions of Clutterers Anonymous:**

1. Our common welfare should come first: personal recovery depends upon CLA unity.
2. For our group purpose there is but one ultimate authority – a loving God as expressed through our group conscience. Our leaders are but trusted servants: they do not govern.
3. The only requirement for CLA membership is a desire to stop cluttering.
4. Each group should be autonomous except in matters affecting other groups or CLA as a whole.
5. Each group has but one primary purpose – to carry its message to the person who still suffers.
6. A CLA group ought never endorse, finance, or lend the Clutterers Anonymous name to any other related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every CLA group ought to be fully self-supporting, declining outside contributions.

8. Clutterers Anonymous should remain forever non-professional, but our service centers may employ special workers.
 9. Clutterers Anonymous, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
 10. CLA has no opinion on outside issues; hence the Clutterers Anonymous name ought never be drawn into public controversy.
 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and all other media.
 12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.
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7. We have a group conscience meeting on the last Tuesday of every month. If you have an agenda item to be discussed, please state it now and the Secretary will make a note of it.
 8. This meeting will last for one hour and 15 minutes. We will begin with 15 minutes of quiet time for writing. In the central part of the meeting, we will be discussing Steps __, __, and __. The step study guides can be found in our Group Dropbox folder or on our website.
 9. Please note that this is not a check-in meeting. You may check in at our Thursday meeting or on our Skype CLA Recovery Chatroom. Please keep on topic. In order to encourage written step work, preference is given to those who share their written answers in discussion. We avoid crosstalk, as each member deserves the full attention of the others, and the ability to share without fear of criticism.
 10. We will now begin our 15 minutes of quiet time. Everyone is encouraged to share what they write with the rest of the group during open sharing time. It is OK to ring off and dial in again.
 11. Welcome back!
 12. We would like to record a portion of this meeting, to facilitate a review of our shares and for the members who could not attend today. If you would like to be on the record, please say it now. **[Write down how many will be on the record.]** After these shares, we will turn off the recorder for those who wish to be “off the record.” Please do not give your name on introduction: simply identify yourself as ‘A Clutterer.’ When thanking the person who has just shared, we will say only “Thank you, friend.” **[The meeting leader presses *9 to begin recording]**

13. We will now begin our sharing time. Everyone is encouraged to share what they have written. To make it easier for others to follow, please read the question before you read your answer. You may read a few short answers or one longer answer. Who would like to go first? [The Leader chooses the format—usually written answers first, then spontaneous shares. Depending on the size of the group, it may be necessary to say, “We have time for around 3 minutes each, please.” Or in a smaller group, to say, “Tonight it is OK to share more than once.” On the last week of the month, time will be shorter anyway to give space for the group conscience.]
14. [At the end of written shares “on the record,” the Leader says:] We will now stop the recording to allow those who wish to share to do so. [The meeting leader presses *9 to stop recording] Written answers first, please.
15. [On Group Conscience week: depending on the number of agenda items, on the top of the hour, or 5-10 minutes after, skip to the last page]
16. [At 20 minutes past the hour the Leader says:] That’s all the time we have for sharing. According to our Seventh Tradition, we are self-supporting through our own contributions. See our website at CLA Hyphen UK dot org to find out how to contribute.
17. In conclusion, we would like to stress the importance of anonymity to this group. The Steps are essential to our recovery; our freedom to share deeply at these meetings is important to working the Steps. In addition, the opinions expressed here today are those of the individual CLA members and do not represent CLA as a whole. What you hear here, let it stay here. [Members are invited to respond: **Hear hear!**]
18. “Who would like to be Leader of next week’s meeting, just as I have been doing? The script is posted online in the usual place. Thank you!”
19. Now we each take 30 seconds at most to share our final thoughts in a few sentences. It is OK to pass.
20. After a moment of silence, would those who wish, please join me in the regular Serenity Prayer. **God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”**

Group Conscience Meeting:

For future Group Consciences to determine: 1) if business meetings should be recorded; 2) who takes minutes, and where they are stored; 3) to what degree the group wishes to adhere to Robert's Rules in providing structure for discussions; 4) if the business meeting takes place during the Step meeting or immediately after it ends.

Now I will turn the meeting over to the Secretary to chair the Group Conscience meeting.

[Secretary:] Please join me in the regular Serenity Prayer. **God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.**

■ Reading and approval of minutes from last meeting.

■ Old Business [carried forward from prior meeting]

■ New Business [new agenda items proposed in the meetings]

[If additional time is needed to conduct business, the Secretary may entertain a motion to extend the meeting by ____ minutes. If seconded, vote without discussion.]

[If an item is taking too long, or has taken people by surprise, it should be tabled (postponed) until a later meeting. Entertain a motion to table. If seconded, vote without discussion.]

[Remember, no discussion is allowed unless there is a Motion Moved and Seconded on the floor. Then an adequate time is allowed for short discussions and a vote is called. The goal is substantial unanimity, which is 66.6% or two thirds of votes cast. Before declaring the motion passed or failed, the Minority Opinion is sought from those who voted on the minority side. Only those who voted in the minority may speak. When they are finished, the Chair asks if anyone wishes to change their vote in either direction. If there is no change in outcome, the original pass/fail stands. If there is a change in minority, the new minority may give their Minority Opinion, and the Chair asks again if anyone would like to change their vote.]

[Secretary turns the meeting back over to the Leader to finish the meeting at paragraph #16]