

CLA-UK Step-Study Meeting Format

(last modified November 15, 2017)

[The meeting is to begin at 7:30pm UK Time]

1. “Welcome to the Wednesday 7:30pm UK Step-study meeting of Clutterers Anonymous. My name is _____. I am a compulsive clutterer and your leader for this meeting.”
2. “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. “Is anyone here for a first, second or third time? Would you please tell us your first name so we can welcome you?” 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. [Ask someone to read “The Twelve Steps of Clutterers Anonymous.”]
6. [Ask someone to read “The Twelve Traditions of Clutterers Anonymous.”]
7. We have a group conscience meeting on the last Wednesday 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 _____. In the last 10-15 minutes, we will be open for sharing on steps 10, 11, 12. The step study guides can be found in our Group Dropbox folder or on our website. If you are working on a step that is previous to our current discussion, please let us know so that one of us can step up to be your temporary sponsor to hear your answers outside of this meeting.

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 cross-talk, 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.

11. Welcome back! We would like to record the sharing portion of this meeting so that our other members who cannot attend this meeting can still participate. We will turn off the recorder for a few minutes for those who wish to be “off the record.” If you do not wish to give your name on introduction, you may identify yourself as ‘A Clutterer.’ Recording is only allowed if we give unanimous consent. Are there any objections to recording this meeting? *[wait for it] [if no objection, meeting host presses *9 to begin recording]* Please remember to not give the person’s name when thanking them for their share. You may read a few short answers or one long answer. It is okay to share more than once.

12. We will now begin our sharing time. *[The Leader chooses the format—usually written answers first, then those may share that have not written their answers. The Leader has the discretion to stop a rambling or off-topic share by stating “TIME’S UP” with love and grace. Not everyone understands what is on or off topic.]*

13. *[On Group Conscience week: depending on the number of agenda items, at 5 to 15 minutes past the hour skip to the last page]*

14. *[At 20 minutes past the hour, the meeting host presses *9 to end the recording]* We will now stop the recording to allow those who wish to share to do so. Written answers first, please.

15. *[At 25-30 minutes past the hour]* We will now turn on the recording again and open the floor for sharing on Steps 10, 11 and 12. *[the meeting host presses *9]* Written answers first, please.

16. *[At 40 minutes past the hour the Leader says:]* “That’s all the time we have for sharing. Can the host please turn off the recording? *[The meeting host presses *9]* 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. [hear hear!]"

19. "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!"

20. "Now we each take 30 seconds at most to share our final thoughts in a few sentences. It is okay to pass."

21. "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:

[If recording is still active, keep it running. If not, have the Meeting Host restart the recording by pressing Star Nine. Leader says:] 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 [tabled 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 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]