



Final Recommendation 10-21-20

## Monterey Bay Intergroup Guidelines for Business Meetings



ACA business meetings can sometimes present challenges for our recovery. Our parents didn't model how to listen and communicate constructively when there were differences of opinion. Some of us may default to controlling, shaming, victim or dissociative behaviors that stem from how we were raised as children. We strive to be conscious of our tone, choice of words and ways of communication during a meeting. We choose to be respectful and considerate of one another. Sensitivity levels and perspectives may vary, therefore in order to maintain connection we practice kindness and clarity and listen with our hearts and an open mind. Here are some guidelines to help us keep our meetings safe for everyone:

1. We work to participate as our inner loving parent, while being mindful of and responsible for our critical parent and wounded child.
2. We come to the meetings with an open heart and an open mind.
3. We engage in active listening, remain open, and entertain new ideas.
4. We treat others with gentleness, humor, love and respect.
5. We assume that others mean well and are doing the best they can.
6. We assume the meeting won't be perfect and as humans we make mistakes.
7. At times there may be disagreements or misunderstandings. We sit with our feelings and respond rather than react, using an "I" message rather than a "you" message. For example: "I feel nervous when I hear raised voices or sharp tones. I could relax if I heard softer tones."
8. If we slip into non-constructive behavior, we apologize as soon as we recognize it.
9. If we notice that someone is unaware of their non-constructive behaviors, we may refer to or ask for these guidelines to be re-read.
10. If non-constructive behaviors persist over several meetings, one or two members may talk to the individual privately in a non-judgmental manner about their feelings and perceptions.
11. We accept all members for where they are in the recovery process and focus on changing **our responses** to challenging behaviors.
12. Today we ask our higher power for courage to honor these guidelines.