

## Recommendations for How to Run a GRASS Meeting

### Every meeting should have:

- **Zoom Host:** A dedicated person who opens the meeting room
- **Meeting Leader:** A dedicated person to run the meeting
- **Co-Host(s):** Person to let people in, ensure mics are muted, remove trolls if necessary
- **Time Keeper:** Optional, recommended time limit is 4:20
- **Intergroup Rep:** Person who attends the monthly intergroup meeting and bring information back to the meeting

### Hosts, Leader, and Co-Host Responsibilities

All service positions are acting as representatives of GRASS and their respective home groups. As such, they should conduct themselves in a manner that reflects the use of cannabis in recovery in a positive light.

For a newcomer, the meeting leader is the first representative of GRASS they will interact with. Conduct yourself appropriately.

While we allow the use of cannabis during the meeting, the co/hosts and leaders should avoid over-medicating and aim to be one of the most alert and coherent people in the room.

*If you inadvertently find yourself in the position of accidentally getting too stoned to do a thoughtful job leading, hand the reins over to the cohost by discussing in the chat. If you need to take other medications or substances that affect your ability to be a thoughtful and coherent leader, please ask someone else to lead the meeting.*

### Open the Room Early

Log on to zoom 10 minutes before the meeting, turn on the waiting room, and secure cohosts. Both the hosts and the meeting leader should be the first people in the room.

Co/hosts and leaders should open the Participants Window and Chat Window.

Try to start the meeting on time.

Avoid discussing behind-the-scenes business during the meeting. Save business discussions to group conscious meetings. The meeting should be focused 100% on recovery.

### **Start the Meeting**

Start with the script and preamble. Participants should be muted.

### **Introductions (optional)**

Encourage people to keep it brief. Name, locations, recovery date, any topics you want to discuss (optional).

Host should call on people in an organized fashion using the participants window. Start with the co/host, who can model the right way to do an introduction.

### **Topics**

The meeting leader can select a topic or ask for a topic. If asking for topics during the introductions, someone should compile the list of topics to post in the chat. At the end of introductions, the leader repeats topics and encourages participants to use the raise hand feature (instruct on where to find it). If no topics are brought up, the host can pick a topic. Evergreen topics include:

- Gratitude
- Using Cannabis in Recovery
- Spirituality
- Tools of Recovery
- Accountability
- GRASS Guiding Principles
- Boundaries
- Early recovery
- Breaking Stigma

Avoid triggering or inflammatory topics, glorifying drug use, external group drama, politics, sex, or religion.

## Sharing Portion

During the sharing portion of the meeting, the leader keeps an eye on hands raised in the participants' window. If multiple hands are raised, they should be called in order, unless it is the host, who automatically jumps to the top of the list.

Co/hosts should also keep an eye on the screen for physical hands raised in case someone is unable to figure out the "raise hand" feature. If no one raises hands for a bit, allow silence. Do not feel like you have to fill the space.

Leaders should avoid crosstalk after someone shares. Be mindful: if you are giving a brief comment to one, you should give it to all so no one feels inadvertently slighted.

A simple "thank you for sharing," "welcome, we are glad you are here," to a newcomer, "keep coming back," to someone who is struggling, "I'm sorry for your loss" or a brief comment about something that struck you as profound.

## Maintaining Order During the Meeting

**Microphones:** Participants' mics should be muted when not sharing. Co/hosts should just automatically mute a mic that is on.

**Cameras:** Co/hosts should also keep an eye on the screen and if someone is behaving in an inappropriate way, turn off their camera. Each group should have their own guidelines for what is inappropriate, but a general rule is turn off the camera for nudity, entering the bathroom, sexually explicit behavior, using substances other than cannabis on camera, displaying weapons in a threatening way, or other behavior that impacts the safety of other members. If you turn a camera off, send the person a polite message letting them know why and refer back to the group guidelines.

**Disruptive Behavior/Trolls:** Each group can make their own guidelines for how to handle someone who is being disruptive and inappropriate. GRASS recommends:

- Compassion should always come first when considering violations.
- Trolls/zoom bombers should be removed and blocked to protect the common welfare.
- If a member needs to be removed, someone should reach out offline to ensure they are OK and smooth over hard feelings if needed.
- Less severe violations (self-promotion, disparaging other paths, breaking laws, etc) should be given a gentle reminder in private chat from a co/host.

- Groups may want to have a designated troll patrol, and a protocol for dealing with trolls, which is talked about in our How to Lead, Host, and Co-Host a GRASS meeting workshop.

### **Late Attendees**

When someone comes in late, it is suggested to not call them out for being late. Someone should send a message welcoming them and updating them on where we are in the meeting (ie, we're just doing brief introductions right now) or the topics if the meeting is underway.

### **Meeting Length**

Each meeting is given a two-hour time slot. The group can decide how long the meeting lasts (an hour to 90 minutes is common) and the remaining time can be a parking lot.

### **Guidelines for Meeting Participants**

GRASS is intended to be a safe place for people in recovery. To ensure the safety of others, please adhere to the following meeting guidelines:

- Anonymity is of the highest importance. Who you see and what you hear at the meeting does not leave the meeting.
- Be kind and courteous to others. Principles before personalities.
- Remain open-minded and avoid making judgments of others.
- Avoid passing judgment on other members' use of cannabis regardless of the way they do so.
- Do not give direct feedback or advice to someone unless specifically asked for.
- There are many different paths of recovery. Be respectful of others' journeys.
- Avoid speaking badly about other recovery groups that may not have worked for you.
- Defining recovery or sobriety is a personal decision. How it is counted is up to the individual.

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