

CHAIRMAN'S FORMAT

REMINDER: GUESTS ARE OBSERVERS ONLY !!!

- 1. Moment of silence.
- 2. Reading of the traditions.
- 3. Announcement: We all need to address the Chair, in helping to keep order. The Chair will recognize one speaker at a time.
Thank you.
- 4. Announcement: All motions must be voted on by the showing of hands.
- 5. Pass Ledger. (name, group, delegate or alternative, guest, etc.)
- 6. Reading of the past meeting's minutes. (to be read all the way through and voted on.) Go over old minutes.
- 7. Grip session
- 8. Old and New business (Please-one matter of business at a time)
- 9. Group Feedback. (new ideas, questions, complaints, group things, etc.)
- 10. Collection
- 11. Literature and Public Relations and Steering Comm. Chair^{PERSON}'s report.
- 12. Treasurer's Report. (including collection from meeting.)
- 13. Closing with the Lord's Prayer.