

AREA [L.E.G.S.] LAKE ERIE GENERAL SERVICE

AD HOC COMMITTEE FORMAT

1. Open meeting with a moment of silence and the Serenity Prayer.
2. The Twelve Traditions read by _____.
3. The Twelve Concepts read by _____.
4. One-minute application of the Eleventh Step.
5. Ad Hoc committee's Purpose read by _____.
 - a. **ADHOC'S PURPOSE:** Ad hoc committees are set up for a specific purpose and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.
6. Old Business:
 - a. Previous minutes read – when applicable
 - b. Any business not completed from the last meeting
 - c. Any unresolved motions
 - d. Open the floor for any old business not presented by the Ad Hoc committee Chair/Vice Chair.
7. New Business:
 - a. New business presented by the Ad Hoc committee Chair/Vice Chair
 - b. Recognize members requesting new business
 - c. Open the floor for any additional new business.
8. Close the meeting [approximately 2-3 minutes before next committee meeting begins] with a moment of silence and the Serenity Prayer.

[Include attendance page with report]