AREA L.E.G.S. – Lake Erie General Services®

SECRETARY'S PROCEDURES TO COMPILES ASC MINUTES

ORDER OF ASC MONTHLY MINUTES

FRONT PAGE

1. AREA LEGS MINUTES [FOR THE DATE OF]:
2. UNTIL FURTHER NOTICE INCLUDE THIS STATEMENT "SHOW YOUR GRATITUDE FOR N.A. BE A PART OF THE DECISION-MAKING PROCESS."
3. FIRST UPDATE AND/OR MAKE CHANGES TO THE NOMINATIONS ON THE FRONT OF THE MINUTES ACCORDING TO ASC GUIDELINE #3. ANY INTERIM POSITIONS ARE TO BE POSTED SEPARATELY. LIST ANY BRSCNA POSITION OPENINGS.
4. LIST H&I FACILITY OPEN POSITIONS.
5. AREA INFORMATION: P.O.BOX 5674 AND WEBSITE -LEGSNA.ORG
6. A. LIST ANY MOTIONS THAT ARE BEING SENT BACK TO GROUPS AND THE PAGE THEY ARE LOCATED ON IN THE MINUTES.
    B. LIST OTHER MOTIONS (NOT BACK TO GROUP) ALONG WITH THEIR PAGE NUMBER LOCATION IN THE MINUTES.
    C. ALL MOTIONS THAT WERE ADDRESSED AT AREA MEETING –
    INCLUDE THE ORIGINAL COPY FROM THE MOTION MAKER IN THE MINUTES. ALL THE MOTIONS ARE SENT TO THE ASC POLICY MOTION LOG CUSTODIAN AS A WORD DOCUMENT.
    WHETHER THE MOTION PASSED, FAILED, OR IS REFERRED TO ANY SAID SUBCOMMITTEE.
7. MONEY OWED TO AREA LEGS AND WHO OWES IT.
8. EXECUTIVE COMMITTEE CONTACT INFORMATION [EXCEPT THE TREASURER]
9. CONTACT INFORMATION OF SUBCOMMITTEES

NEXT PAGES:

10. SECRETARY RECORDS INFORMATION THAT FOLLOWS THE FLOW OF THE ASC MEETING FORMAT: THE MEETING OPENING WITH SERENITY PRAYER TO THE CLOSING PRAYER, SECRETARY TYPES NAME AT THE END OF THE MINUTES AND ALL REPORTS AND FLYERS ATTACHED

NEXT PAGES:

11. PLACE PAGES IN THIS ORDER-
    BACK TO GROUP MOTIONS (FIRST) AND ANY OTHER MOTIONS (NEXT);
    MAKE SURE THERE IS A PAGE NUMBER AND THE TALLY ON EACH MOTION
    NOTE IF THE MOTION GOES BACK TO GROUPS [POLICY]
    OR IS VOTED ON AT THE AREA MEETING [BUSINESS]
    OR IS REFERRED TO A SUBCOMMITTEE/AD-HOC [AND NEEDS MORE INPUT/CLARITY FOR SAID MOTION]

THE NEXT PAGES THAT FOLLOWS:

12. AREA ATTENDEES: GSR AND SUBCOMMITTEE/COMMITTEE
13. TREASURER'S REPORT
14. SUBCOMMITTEE REPORTS ATTACHED IN THE ORDER OF REPORTS PRESENTED AT THE ASC MEETING WHICH INCLUDES THE RCM AND ANY AD-HOC COMMITTEE[S]
15. GROUP REPORTS

16. FLIERS - SHOULD BE DATED AND SENT SEPARATELY.

A MAJORITY CONFIRMATION IS NEEDED BY THE

(EXECUTIVE COMMITTEE MEMBERS - EXCEPT THE SECRETARY}

THE EXECUTIVE COMMITTEE SHOULD USE "REPLY ALL" TO AN EMAIL WITH THE ATTACHED MINUTES. AND THAT SAME EMAIL SHOULD BE FORWARDED TO THE WEBMASTER.

THE MAJORITY OF THE EXECUTIVE COMMITTEE IS NEEDED BEFORE MINUTES CAN BE SENT TO THE WEBMASTER AND UPLOADED TO THE WEBSITE.

WHEN THEY ARE SENT TO THE WEBSITE THE MINUTES MUST BE SEPARATED INTO A

MAXIMUM OF 25 PAGES FOR UPLOADING.

THE FLIERS; NO MATTER HOW FEW ARE TO BE SENT SEPARATELY FOR THE WEBSITE

EVENTS PAGE [UNLIKELY BUT FLIERS ALSO FOLLOW

THE MAXIMUM 25 PAGES REQUIREMENT].