



SUBCOMMITTEE 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. Subcommittee's Purpose and Guidelines read by _____.
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 Subcommittee Chair/Vice Chair.
7. New Business:
 - A. New business presented by the Subcommittee 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 Subcommittee meeting begins*] with a moment of silence and the Serenity Prayer.