

**AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES®
HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**

SUBCOMMITTEE'S FORMAT

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
 2. Will _____ please read the Twelve Traditions.
 3. Will _____ please read the Twelve Concepts.
 4. A one-minute application of the Eleventh Step.
 5. Reading of the H&I Subcommittee's Guidelines and the Do's and Don'ts (*January, April, July, and October*).
(exception): the guidelines to be read whenever a new chairperson or substitute chairperson is elected or as needed.
 6. Facility Reports
 7. Literature Report
 8. Secretary's Report
 - A. Attendance and Absences/Unwarranted Absences
 1. Per the L.E.G.S. Area Guidelines
 2. Per the Subcommittee's Guidelines
 - B. Update Facility Chairpersons and Substitute Chairpersons List. [Pass around a list, if needed]
 10. Old Business
 - A. Election of Chairpersons for:
 - B. Election of Substitute Chairpersons
 - C. Old Motions
 - D. Open the floor for any old business
 11. New Business
 - A. New Business [if necessary]
 - B. Recognize addicts under new business.
 - C. Open the floor for any new business.
 12. Close the meeting; unless otherwise directed by a motion to extend the meeting
- [INCLUDE ATTENDANCE PAGE WITH REPORT]