

Bid Formation Outline

Open with a **prayer**.

1) **Introduce yourself** and other advisory members.

"My name is _____ and I serve as (your position) for MCYPAAAC "

I am a member of the council but do not speak on behalf of the council. I am but a trusted servant.

2) Read **MCYPAA aims and purposes**.

3) Explain **purpose** for being here:

To help answer any questions regarding MCYPAA that I can and assist in facilitating your initial elections.

4) Review **Bid Starter Packet**, focusing on the list of bidding requirements.

6) Advise bidders of **MCYPAA website** and inform they may **email** any advisory member with any questions they may have.

7) **Quick introductions** of committee members giving names and possibly where they're from.

8) Ask **how the committee would like to vote** for their Secretary and Chair, usually either Third Legacy or simple majority.

9) **Secretary Election**

Read Secretary responsibilities.

Ask for nominations.

Nominees give sobriety date/service history.

The group votes.

10) **Chairperson Election**

Read Chairperson responsibilities.

Ask for nominations.

Nominees give sobriety date/service history.

The group votes.

11) **New Chair leads the remainder** of meeting, electing remaining positions. Advisory will stay and assist if needed.